

Personnel

THE ACTIVE GUARD/RESERVE (AGR) PROGRAM

This instruction implements ANGPD 36-1, Full-Time Support to the Air National Guard. It applies to Air National Guard (ANG) members serving in AGR status under Title 32 United States Code (USC) Section 502(f). This instruction identifies responsibilities for the AGR program; establishes policies and procedures; identifies applicable Air Force (AF) and National Guard Bureau (NGB) directives; and specifies eligibility and selection criteria.

SUMMARY OF CHANGES

Clarifies SPMO/CBPO responsibilities; requires members who exceed 139 days on a temp tour to get a physical; requires a waiver to put members in certain controlled grades; deletes the requirement to dual advertise; deletes the requirement to fill rated positions with AGRs; clarifies reassignment authority; allows entry without a 3-level; clarifies a full-time supervisor must be in the rating chain; establishes RIF procedures; establishes appeal rights for tour non-renewal; changes tour lengths, prohibits entry of members previously separated from AD or AGR status for cause.

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Supersedes: ANGR 35-03, 1 June 1989

No. of Pages: 27

OPR: NGB/DPPO (Capt Kyler)

Certified by: NGB/CF (MG Killey)

Editor: NGB-ADG (Ms. N. Salch)

Distribution: F

Chapter 1

GENERAL

1.1. Purpose. This instruction prescribes policy and procedures for administering and managing Active Guard/Reserve (AGR) personnel serving in the full-time National Guard duty program under title 32 USC 502(f) for the purpose of organizing, administering, recruiting, instructing or training the ANG. It specifically prescribes policies and procedures regarding the accession, use, professional development, retention, separation, and retirement of AGR personnel. For the purposes of this instruction, the term AGR refers solely to AGR personnel serving under title 32 USC 502(f).

1.2. Scope. Information herein provides Adjutants General sufficient personnel and manpower management policy for developing a career management program for AGR personnel within their respective states. For the purpose of this instruction, a career management program is defined as a program which will afford individuals the opportunity to achieve upward mobility consistent with manpower constraints and the needs of the unit.

1.3. Responsibilities:

1.3.1. National Guard Bureau (NGB). The NGB will provide resources for the employment of ANG members in an AGR status, formulate AGR policy, and process requests for exception to policy.

1.3.2. Air National Guard Readiness Center (ANGRC). The ANGRC is the primary point of contact for the SPMO. The ANGRC will evaluate management of the program, and will provide the guidance necessary for administering and managing the AGR program. Requests for routine waivers should be processed through ANGRC/DPM.

1.3.3. Adjutant General. Each state Adjutant General is responsible for implementing this instruction and insuring the administration and oversight of the AGR program within the state.

1.3.4. Support Personnel Management Office/AGR Manager:

1.3.4.1. The Support Personnel Management Office (SPMO) will establish AGR policy within the state and exercise oversight responsibilities for the state AGR program. The SPMO is responsible for developing AGR management programs, policies and procedures as well as oversight for these programs. The SPMO is also the primary point of contact for communications with ANGRC/NGB concerning the AGR program.

1.3.4.2. The SPMO receives, reviews and updates the full-time staffing guide or the SPMD and employment authorizations. The office coordinates

with appropriate state headquarters personnel to identify state needs for mission accomplishment, and allocates employment authorizations to units.

1.3.4.3. Processes all requests for AGR tour announcements to ensure compliance with regulations. Develops, reproduces, and distributes job announcements. Reviews applications to ensure eligibility of applicants.

1.3.4.4. Receives and reviews selection package to ensure compatibility, and ensures guidelines of instruction have been followed for appointment.

1.3.4.5. Monitors unit manning to preclude excess and/or overgrade assignments of AGR personnel and to preclude excess employment authorizations.

1.3.4.6. Inputs all AGR accessions/separations and personnel changes into PDS-C.

1.3.4.7. Manages Priority Placement Program and Reductions in Force.

1.3.4.8. Conducts periodic staff assistance visits to units.

1.3.4.9. Advises AGR members of changes in AGR policies and/or regulations. Hosts yearly update AGR briefing program to openly discuss AGR program and possible changes.

1.3.4.10. Monitors all disability actions to ensure prompt resolution of applications.

1.3.4.11. Compiles and submits state AGR controlled grade requirements when requested by NGB/DPX.

1.3.5. Air/Detachment/Mission Commander:

1.3.5.1. Air/Detachment/Mission commanders (or equivalents) are responsible for the day-to-day management of the AGR personnel in their unit.

1.3.5.2. Establish appropriate duty hours as necessary to meet mission requirements.

1.3.5.3. Establish written local leave and pass policy in accordance with (IAW) AFR 35-9 (AFI 36-3003) to include guidance on partial absences during the duty day and sick leave.

1.3.6. ANG Consolidated Base Personnel Office (CBPO) and Remote Designee.

1.3.6.1. The ANG CBPO which supports the unit to which the AGR personnel are assigned will process all personnel actions normally associated with a military assignment and will serve as the local point of contact between the AGR member and the SPMO. The CBPO is responsible for day-to-day execution of the AGR program.

1.3.6.2. Implements AGR policy and provides technical guidance regarding AGR policies and programs to AGR personnel and supervisors. Provides overall expert knowledge of regulatory requirements. Analyzes, interprets, and clarifies policies, directives, and other issues of the National Guard Bureau and the SPMO on military personnel matters.

1.3.6.3. Manages an in-processing schedule in coordination with the SPMO and other applicable base agencies for newly assigned AGR members. Conducts an orientation program to outline military requirements, benefits, and entitlements.

1.3.6.4. Enrolls AGR members and dependents into the Defense Enrollment Eligibility Reporting System (DEERS) by issuing appropriate ID cards and, if desired, Dependent Dental Program (DDP). Explains CHAMPUS benefit program, how to file for reimbursable claims, and location of servicing Health Benefits Advisor (HBA).

1.3.6.5. Ensures proper processing of personnel actions, i.e., annual performance reports, tour renewal orders, etc. Prepares and issues DD Form 214 (Armed Forces of the United States Report of Transfer or Discharge) upon termination of active duty status. Reviews separation/retirement procedures to ensure compliance with appropriate laws and regulations. Conducts internal audit to ensure compliance with regulatory and legal requirements.

1.3.6.6. Advises, counsels, and or refers AGR personnel and dependents to other appropriate support or benefit programs, i.e., Veterans Administration or Civilian Health and Medical Program for Uniformed Services (CHAMPUS).

1.3.6.7. Administers the retirement program for AGR personnel qualifying under the military retirement system by assisting eligible personnel to complete the application for retirement and related documents. This also includes assisting with application and counseling for the Reserve Component Survivor Benefit Plan (RCSBP) or the Survivor Benefit Plan (SBP). Conducts retirement counseling for AGR personnel. Coordinates retirement actions with the SPMO.

1.3.6.8. Coordinates with Unit Senior Health Technician on matters relating to physical examinations. Ensures physicals are accomplished within the established time frame.

1.3.7. Financial Services Office (FSO):

1.3.7.1. Ensures appropriate documentation is completed to access member to JUMPS Pay File. Permits member to have desired allotment or Savings Bonds deducted from payroll. Explains the yearly requirement to recertify entitlement of Basic Allowance for Quarters (BAQ) or face loss of entitlement.

1.3.7.2. Ensures AGR members understand policies regarding leave (accrual, amount that may be carried forward each fiscal year, when charged as leave, when counted as day of duty) and any special local command policies. Maintains leave accounting records and ensures members comply with regulatory guidance concerning leave.

1.3.7.3. Processes documentation required to ensure members receive separation pay if entitled.

1.3.7.4. Determines eligibility of entitlement to separation pay upon termination.

1.3.8. Clinic Health System Technician/Specialist:

1.3.8.1. Coordinates with the State Surgeon and forwards physical exams and, if necessary, medical waivers to ANGRC/SGP for approval. Monitors periodic physical examination requirements and takes appropriate action to ensure requirements are met within the established time frame.

1.3.8.2. Briefs newly accessed AGR members on proper procedures to follow to obtain routine and/or emergency medical care, the location of the servicing active duty installation Medical Treatment Facilities (MTF), Veterans Administration Hospitals, or Public Health Service (PHS) facilities. Briefs members on sick call procedures.

1.3.8.3. Monitors personnel being processed through Air Force medical channels for possible Medical or Physical Evaluation Boards (MEB/PEB) and possible placement on Temporary Disability Retired List (TDRL). Coordinates with CBPO on all actions required.

1.3.9. Full-time National Guard Duty (AGR) Members. AGR members are responsible for reading and understanding the contents of this instruction.

1.4. Supplements to this Instruction. The Adjutant General or authorized representative may issue supplements to this instruction; however, the specific requirements of this instruction will not be abridged. An information copy of any supplement to this instruction will be forwarded to ANGRC/DPM and NGB/DPP.

1.5. Explanation of Terms. The following terms are defined for use in this instruction:

1.5.1. Active Guard/Reserve (AGR). National Guard members on AGR duty to support the National Guard and Reserve, who are paid from the Reserve Personnel Appropriations of a military department. This includes all personnel of the National Guard and Reserve Forces serving on active duty under Sections 175, 265, 672(d), 678, 3040, 8021, or 8496 of Title 10 USC; or Section 502(f) of Title 32 USC in order to organize, administer, recruit, instruct or train members of the Reserve components. For the purposes of this instruction, the term AGR refers solely to AGR members of the ANG in full-time National Guard duty under Title 32 USC 502(f).

1.5.2. Employment Authorizations. The annual allocation of unit support resources to support the positions on the Support Personnel Manpower Document (SPMD). Employment authorizations represent the maximum AGR hiring authority for each unit.

1.5.3. Family/Extended Family Member. A family relationship to a AGR member which includes father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

1.5.4. Grade Ceilings. Limits established by law for the number of members by grade who may be on active duty in support of the Reserve components of the Air Force.

1.5.5. Military Technicians. Excepted Civil Service employees who are members of the ANG unit which they are hired to support pursuant to Title 32 USC 709.

1.5.6. Overgrade Status. An assignment condition where an AGR member's grade exceeds the maximum military grade authorized for the SPMD position, regardless of the cause.

1.5.7. State. The individual states, Guam, Puerto Rico, the United States Virgin Islands, and the District of Columbia wherein ANG units are established.

1.5.8. Support Personnel Manpower Document (SPMD). A unit-specific document provided by ANGRC/XPMR which reflects all validated full-time positions (requirements) and the authorized grade.

1.5.9. Unit. A unit is a separate and distinct functional organization. In most cases, a unit is defined in manpower and personnel data systems by a single PAS code. However, operating locations and detachments which have their own PAS codes are not separate units, but are integral parts of their parent unit. Combat Readiness Training Sites (CRTS) will be treated as units.

1.5.10. Unit Manpower Document (UMD). A document containing all authorized military manpower positions for an ANG unit.

1.5.11. Full-time National Guard Duty. Tours of duty performed by AGR members under Title 32 USC 502(f).

1.6. Equal Opportunity. The management of AGR personnel will be free of discrimination based on race, color, religion, sex, national origin, or on non disqualifying age or disability. The objective of the equal opportunity program is to ensure fair, equitable, and nondiscriminatory treatment of all, based on merit, fitness, capability, and potential; and to provide opportunity for upward mobility to leadership and management positions within the National Guard.

1.6.1. The Air National Guard goal is that the full-time military force should reflect the racial, ethnic, and gender diversity of the National Guard military force in each respective state. Therefore, local numerical goals should be established. Achievement of these goals in the full-time military force at all officer and enlisted grade levels should be a matter of command interest.

1.6.2. Discrimination complaints arising over matters pertaining to AGR members will be processed under the National Guard military discrimination complaint system. The governing regulation is NGR(AF) 30-3.

1.6.3. In addition to the complaints processing regulation, personnel administering the AGR program must also be familiar with ANGR 30-2 (Social Actions Program) and ANGR 30-12 (Nondiscrimination in Federally Assisted Programs).

1.7. Entitlements/Benefits for AGR Personnel:

1.7.1. AGR personnel and their dependents are entitled to most benefits provided by law to personnel on active duty in federal service except as specified in 1.7.2., below.

1.7.2. For the purpose of Title 38 USC, service in AGR status under Title 32 USC 502(f) may not be considered by the Veteran's Administration (VA) to be qualifying service for a variety of VA benefits. However, a member on AGR duty under Title 32 USC 502(f) who dies or is disabled from a disease or injury incurred or aggravated in the line of duty is generally eligible to receive VA medical care and Dependent Indemnity Compensation for survivors. All questions of entitlement to benefits under Title 38 are determined by the VA.

1.8. Substance Abuse. Illegal or improper substance abuse by ANG members is a serious breach of discipline and is not compatible with service in the ANG.

1.8.1. Drug cases must receive prompt evaluation and disposition. Those individuals confirmed to be drug users will be processed for separation from the ANG and as a Reserve of the Air Force. The ANG does not have the resources to implement a drug rehabilitation program.

1.8.2. Alcoholism is recognized as a progressive, non-compensable disease that affects the entire family and is both preventable and treatable. It is ANG policy to help prevent alcohol abuse and alcoholism among its personnel and to try to restore members with problems attributable to alcohol abuse to full duty status. ANG policy also seeks to ensure the humane management and administrative separation of those who cannot be restored.

1.9. **Waivers.** Requests for waivers to this instruction must be fully documented and must be processed through command channels to include the Air/Detachment/Mission Commander and SPMO to ANGRC/DPM for approval/disapproval. Exceptions to policy will be reviewed by ANGRC/DPM before being forwarded to NGB/DP for evaluation.

Chapter 2

ENTRY INTO THE AGR PROGRAM

2.1. Eligibility Requirements:

2.1.1. Military assignments. All AGR personnel must hold compatible military UMD assignments in the same unit as the SPMD position to which assigned. As such, military personnel policies and regulations governing UMD assignment, reassignment, retention, promotion, etc., are applicable and must be administered prior to or in conjunction with any action related primarily to the AGR duty status of any member.

2.1.2. To apply for an AGR position, an applicant's military grade cannot exceed the maximum military grade authorized on the SPMD for that position. An enlisted member who is overgrade must indicate in writing a willingness to be administratively reduced in grade when assigned to the position.

2.1.3. Entry qualifications for AGR status include:

2.1.3.1. Officers must meet the entry-level Air Force Specialty Code (AFSC) qualification criteria outlined in AFR 36-1 for the duty AFSC compatible with the SPMD position.

2.1.3.2. Enlisted personnel applying for officer positions must be eligible for commissioning upon selection for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG.

2.1.3.3. Enlisted personnel must possess an AFSC compatible with the SPMD upon selection for AGR duty or sign an agreement to retrain following procedures outlined in paragraph 3.7. of this instruction.

2.1.3.3.1. The airman's grade is SrA (E-4) or below. An awarded three or higher skill level in the AFSC is required. Airmen of this grade with prior experience may qualify as by-pass specialists IAW AFR 35-1.

2.1.3.3.2. The airman's grade is SSgt (E-5) or higher. An awarded five or higher skill level in the AFSC is required.

2.1.3.3.3. Supervisory positions may, at the discretion of the selecting official, require a seven-skill level in the required AFSC.

2.1.3.4. Any member on the ANG Weight Management Program is ineligible for entry into AGR status. This does not include the probationary period after the loss of weight to satisfy standards. Members must meet the weight requirements at the time they are placed on the AGR program.

2.1.3.5. Members selected for AGR tours must meet the physical qualifications outlined in AFR 160-43 (AFI 48-123), Medical Standards for Appointment, Enlistment, and Induction. Individuals who enter the AGR program from a title 10 USC status (active duty or statutory tour) do not require a new physical provided their current physical is not more than four years old at the time of entry into AGR status.

2.1.3.6. AGR personnel may not be eligible for or be receiving an Immediate Federal Retirement Annuity (military or civilian). Individuals receiving or eligible to immediately receive a federal annuity and individuals receiving or eligible to immediately receive a state annuity for service as National Guard technicians are not eligible for entry on an AGR tour under this instruction. This paragraph does not prohibit renewal of a member currently serving on a permanent AGR tour.

2.1.3.7. Applicants for the AGR program must be able to complete 20 years of active Federal service prior to mandatory separation date (MSD) for officer; age 60 for enlisted members. Exceptions to this policy may be considered by ANGRC/DP on a case-by-case basis for exceptional circumstances involving overriding mission requirements. Waivers will not be considered where other members may be readily retrained to perform the required position. Approval will be limited to one four-year tour. Extensions will not be considered. Exemption requests must include the statement of understanding contained in attachment 1.

2.1.3.8. An AGR member must be able to serve at least five consecutive years in the AGR program prior to eligibility for military non-disability retirement or retainer pay. Waivers may be considered in exceptional circumstances by ANGRC/DPM.

2.1.3.9. Military technicians may not convert in-place to AGR status. An incumbent military technician may only change to AGR status in conjunction with selection for a different SPMD position, defined as an SPMD position with a different position description.

2.1.3.9.1. For example, PD 4325 is found in more than one functional account code. Military technicians may not convert to AGR status in conjunction with reassignment from one F4325 position to another F4325 position within the unit.

2.1.3.9.2. A conversion in place would exist if a technician was transferred from PD 4325 to a different PD and then selected for PD 4325 within a very short period thereafter.

2.1.3.10. Individuals may not be selected for an initial AGR tour in the following controlled grades (E-8, E-9, O-5, or O-6) without written approval by ANGRC/DP. Requests will not be considered where lower grade personnel are available even if the lower grade member is not as fully qualified. Retraining of lower grade individuals is preferred.

2.1.3.11. An individual must not have been previously separated for cause from active duty or a previous AGR tour.

2.2. General:

2.2.1. Members of the ANG must be assigned to AGR status against vacant positions that appear on the ANG SPMD. The SPMD contains two categories of positions:

2.2.1.1. Category One consists of positions that must be filled only by AGR personnel (such as recruiters, range personnel, etc.). Each position in this category contains an appropriate military AFSC and the maximum military grade.

2.2.1.2. Category Two consists of positions that may be filled by either military technicians or AGR personnel. Each position in this category contains a standard technician grade and maximum military grade. The majority of SPMD positions are in this category.

2.2.2. It is DoD policy that AGR personnel will be used primarily to provide readiness support and training to units and to be assigned against mobility positions. Personnel will not enter into initial AGR status within the State Headquarters or SPMO. Normal career progression or career broadening assignments, especially into management positions, may be considered for AGR personnel on a case-by-case basis and waivers must be approved by ANGRC/DPM.

2.3. Announcement Procedures:

2.3.1. The Air/Detachment/Mission Commander must identify which vacant SPMD positions are to be advertised and filled with AGR resources. When filling positions, commanders should attempt to fill entire sections at the base level with personnel in either military technician or AGR status. These positions must be available from within the unit's allocated employment authorizations and grade ceilings.

2.3.2. In order to enhance career progression, AGR personnel and military technicians may be considered concurrently for the same Category Two position. Neither military technicians nor AGR personnel may be given consideration ahead of the other unless required through Priority Placement or RIF procedures in accordance with Technician Personnel Regulation (TPR) 300(335) for military technicians or Chapter 4 of this regulation for military duty personnel. If a joint

announcement is used, both military technicians and AGR duty information (military title, grade, qualifications, etc.) must appear on the announcement. If selected for a position, a current AGR member may be transferred to the new position in AGR status. AGR personnel assigned to Category One positions may transfer to a Category Two position; however, NGB/DPX will not allocate additional AGR employment authorizations to accommodate the backfill of the Category One position. Locally available resources must be managed to preclude shortages in functions that require Category One AGR personnel.

2.3.3. Fair and equitable treatment of all personnel, regardless of their employment status, is required. Both military technician and AGR personnel must be given equal career advancement opportunities. Specific procedures for application and verification of eligibility will be established by each state Adjutant General within the following guidelines:

2.3.3.1. State procedures must include widespread advertising of AGR positions to ensure that no eligible individual is overlooked. Every qualified individual must be given the opportunity to apply for positions as advertised and to become familiar with all provisions of this instruction.

2.3.3.2. An enlisted member's application for an officer position must be processed and sent to the selecting official if the enlisted member is qualified for commissioning IAW NGR (AF) 36-2 and meets all other minimum qualifications.

2.3.3.3. Individuals must apply in writing for AGR tours IAW procedures established by each state Adjutant General or the designated representative.

2.3.3.4. The individual's eligibility for an AGR tour must be verified IAW provisions stipulated in this instruction (see attachment 2).

2.3.3.5. Authority for final approval of selected applicants rests with the state Adjutant General or the designated representative.

2.3.3.6. A position may not be advertised or filled until a review of overgrade/excess AGR personnel has been done, and the SPMO has certified that no overgrade/excess members exist who could be offered the position IAW chapter 4 of this instruction.

2.4. Selection Process:

2.4.1. Selection and assignment of AGR personnel must be to vacant SPMD positions within the grade limits specified for each position on the grade comparability table, attachment 3, and within allocated AGR grade ceilings.

2.4.2. ANG commanders will maintain unity of command and integrity of supervisory relationships. Grade inversion is detrimental to the military nature of the ANG and is not authorized. Waivers will only be considered for very short periods of time to permit the completion of promotion processing.

2.4.3. Selections for AGR assignments will normally be made from ANG members residing within the established competitive area of the unit where the vacancy exists. Travel and transportation entitlements will be as prescribed by the appropriate Joint Federal Travel Regulations (JFTR).

2.4.4. The following procedures apply to permanent change of station (PCS) assignments:

2.4.4.1. The gaining state will publish the AGR order with the concurrence of the losing state's Adjutant General. The order is contingent upon the conditional release of the individual and subsequent enlistment or appointment in the gaining state.

2.4.4.2. The AGR order will include the number of days required for the member to travel to the gaining state. The member must travel inside the tour.

2.4.4.3. The same basic procedures apply for PCS moves between units in the same state.

2.4.4.4. Approval for a PCS move rests with the gaining Adjutant General or the designated representative. ANG comptrollers are responsible for advising state and unit personnel managers concerning PCS funding to support approved PCS moves.

2.4.4.5. Entitlements for a member who makes a PCS move and completes the AGR tour will be governed by the JFTR.

2.4.5. Individuals in the following categories are ineligible for PCS assignment:

2.4.5.1. Members whose immediate past performance (full-time or drill status) has been marginal or substandard.

2.4.5.2. Members who are under investigation or pending criminal charges.

2.4.5.3. Members who are on the Weight Management Program who are making less than satisfactory progress.

2.4.5.4. Members enrolled in an alcohol abuse rehabilitation program.

2.5. Restoration Rights:

2.5.1. Military technicians who separate from technician employment to enter into the AGR program have restoration rights IAW TPR 300 (353), Federal Personnel Manual. Individuals will not be restored to military technician status solely to gain entitlement to a new period of restoration rights or to establish a new high three years of income for federal civil service retirement computation. Exceptions to this policy will not be considered. The NGB will not allocate additional resources to accommodate restoration to technician status.

2.5.2. AGR personnel who enter a statutory tour (e.g. Title 10, Sections 265, 8021, 8496 and 678) after 1 May 86 have restoration rights upon the satisfactory completion of their title 10 tour, not to exceed four years, to the state from which they entered their initial statutory tour. Individuals will not be restored to AGR status solely to gain entitlement to a new period of restoration rights. Exceptions to this policy will not be considered. Each AGR member who enters a statutory tour must be informed in writing and acknowledge such notice that the individual is entitled to revert to a position of the same grade held prior to the statutory tour assignment. Personnel promoted above their authorized SPMD grade during their statutory tour assignment will, upon return to their AGR position, be placed in the Priority Placement Program (PPP) as outlined in chapter 4 of this instruction.

2.5.3. When filling positions vacated by AGR personnel entering a statutory tour, job announcements must indicate that this position is indefinite temporary until such time as the departing individual either is restored to the position or the restoration period expires.

2.6. **Length of Tours.** Tour lengths may be from one to six years. Tours must correspond with an enlisted member's Expiration Term of Service (ETS). Tours may not extend beyond an enlisted member's ETS or an officer's mandatory separation date (MSD).

2.7. **Orders Preparation.** Once a selection for an AGR position is approved by the Adjutant General or the designated representative, special orders will be published for the tour IAW AFR 10-7 (AFI 37-128), and procedures established by the Adjutant General.

2.8. **Grade Ceilings.** The SPMD will identify annually AGR grades on the State Employment Authorizations listing. The grades provided are the maximum available. All promotions and new hires must be accommodated within the grade ceilings.

Chapter 3

UTILIZATION AND ASSIGNMENTS

3.1. Scope. ANG personnel serving in the AGR program under Title 32 USC 502(f) are employed for the purpose of organizing, administering, recruiting, instructing, or training ANG members.

3.2. Duties of AGR Personnel:

3.2.1. Duties of AGR personnel will be governed by the functions inherent in the AGR positions they occupy on the SPMD and the DAFSC.

3.2.2. AGR personnel will participate with their unit of assignment during Unit Training Assemblies (UTAs) or equivalent periods of duty unless excused from duty IAW AFR 35-9 (AFI 36-3003), Leave and Administrative Absence Policy. AGR personnel will also be available to participate in annual training periods, deployments, special projects, and exercises when required.

3.2.3. A condition of accepting an AGR position is the obligation to perform a minimum of 40 hours of duty per week plus a standard UTA weekend (four training periods) per month and any other duty periods associated with the unit of assignment's annual training, without compensatory time off.

3.2.4. The Adjutant General may approve alternate work schedules provided they meet the following conditions.

3.2.4.1. Work schedules should not deviate from those approved for military technicians. For example, if a 4/5/9 work schedule is approved for the technician work force, then the AGRs in similar jobs will also work a 4/5/9 schedule. Duty hours must average 40 hours per week (including holidays) in a normal month.

3.2.4.2. Mission requirements are not degraded.

3.2.4.3. AGR members will not be required to take leave other than as directed in AFR 35-9 (AFI 36-3003).

3.3. Overseas Duty:

3.3.1. AGR personnel may not participate in exercises or deployments outside the United States, Guam, Puerto Rico, or the US Virgin Islands while in 32 USC 502(f) status. Guidance for placing AGR personnel on overseas duty is included in AFR 10-7 (AFI 37-128).

3.3.2. When called or ordered to federal active duty with their ANG unit, AGR personnel must be terminated from 32 USC 502(f) status. Appropriate Title 10 USC orders will be published.

3.4. Counter Drug Support and State Active Duty:

3.4.1. Counter Drug Support. AGR personnel (other than counter drug coordinators) may, at the commander's discretion, provide support to the counter drug program, but only to the extent the support is incidental to the administrative duties they normally perform for their units. For example, an AGR who prepares the unit payroll may do this for unit personnel who perform counter drug missions.

3.4.2. State Active Duty. For the purpose of this subparagraph, a unit may be defined as a subflight level organization such as a section.

3.4.2.1. When the unit of assignment is activated under the lawful orders of the governor:

3.4.2.1.1. AGR personnel normally may perform only such tasks as are directly related to their duty assignment.

3.4.2.1.2. For compelling reasons, AGR personnel may be required to perform tasks not directly related to their duty assignment. Requests to use AGR personnel in this way must be approved in advance by NGB-ARO-OM.

3.4.2.1.3. Any compensation required to be paid under state law is the property of the United States and will be remitted to the servicing accounting and finance office.

3.4.2.2. When the unit of assignment has not been activated:

3.4.2.2.1. AGR personnel may take leave to perform state active duty missions unrelated to their duty assignments. AGR personnel will not be required, directed or pressured to take leave to perform state active duty.

3.4.2.2.2. AGR personnel may retain state compensation for state active duty performed while in an official leave status.

3.4.2.2.3. If the member's unit is activated by the governor while the member is performing state active duty in a leave status, the member's leave will be terminated and the member will be returned to a duty status with the unit of assignment and subject to the guidance in paragraph 3.4.2.1, above.

3.5. Reassignments:

3.5.1. Reassignment to a vacant SPMD position must be to a position not lower than the individual's

current military grade (unless the enlisted member agrees in writing to a demotion) and compatible with the UMD assignment. An amendment to the member's AGR orders reflecting the new SPMD position (and UMD position if appropriate) must be accomplished. With SPMD concurrence, Commanders may direct reassignment of AGR members to vacant positions without advertising the position, and without the member's consent.

3.5.2. Commanders must plan and manage for the reassignment or discharge of AGR officers who would become overgrade to their SPMD assignments due to ROPA promotions. Retention of overgrade AGR officers beyond the period authorized by paragraph 4.2. of this instruction is not authorized. Units may request (through the SPMD to NGB/DPX) resources to convert the AGR member to a technician status; however, the incumbent must apply and meet minimum qualifications for the position.

3.6. Retraining. Enlisted members currently serving in AGR status may be selected for a vacant SPMD position without an awarded 3-level in a compatible duty AFSC subject to the following restrictions:

3.6.1. If a mandatory technical training school is not required, the member must successfully upgrade to the 3-level in the new AFSC within nine months of the assignment to the SPMD position.

3.6.1.1. If the member fails to successfully upgrade to the 3-level within nine months, the individual must be reassigned to an SPMD position for which qualified or be removed immediately from AGR status.

3.6.1.2. The member must sign a statement acknowledging understanding of the above conditions prior to assignment to the SPMD position. This statement may be made on the AF Form 2096 reassigning the member and must be included in the member's AGR personnel file.

3.6.2. If the SPMD position requires a mandatory training school for the award of the 3-level AFSC, they may be assigned to the new SPMD position immediately, but must agree in writing to attend the first available course that would qualify them in the new AFSC. If the member fails to successfully complete the required formal training or fails to attend the first available course through circumstances over which the individual has control, the individual must be reassigned to an SPMD position for which qualified or be removed from AGR status immediately.

3.6.3. Individuals must continue to progress in training IAW AFR 50-23 (AFI 35-2202) and AFR 35-1 (AFI 36-2101) to a skill level compatible with their SPMD assignment. Members who do not successfully upgrade will be reassigned to an SPMD

position for which qualified or will be removed from AGR status.

3.7. Grade Comparability and AFSC Compatibility. The AGR/military technician grade comparability chart (attachment 3) will be used to determine the maximum AGR grade authorized for each position on the SPMD. Local exception position descriptions may not be used to raise or lower the grade authorized by this table. An individual's assignment to the UMD must be compatible (as defined by compatibility criteria published by ANGRC/DPM) with the SPMD assignment.

3.8. Supervision of Support Personnel. The concept of the senior military individual being assigned supervisory responsibilities is an essential element of the military structure and an inherent part of the military organizational structure.

3.8.1. Military rank will be the determining factor when designating supervisory responsibilities. Grade inversion is detrimental to the military nature of the ANG and is not authorized.

3.8.2. Family members will not normally be assigned to a unit commanded by a relative. However, the assignment of family members to the same unit is permissible if all of the following criteria are met.

3.8.2.1. Prior to the assignment, the unit commander must determine that the potential for conflict of interest or the possibility (or perception) of preferential treatment on the part of either family member will not exist.

3.8.2.2. The family members must be separated by at least two levels of supervision.

3.8.2.3. One family member cannot be in the other's rating chain as first or second level reviewer.

3.9. Standards of Conduct. AFR 30-30 and AFR 110-2 (AFI 52-902) are applicable to AGR personnel. Personnel must be briefed annually on these regulations.

3.9.1. Commanders must ensure that outside employment of AGR members is in compliance with the provisions of AFR 30-30. Commanders must maintain a copy of written approval for outside employment of an AGR member. Mission needs must be the guiding force behind approval. Due to the possibility of conflicts of interest, AGR members may not be employed as state civilian employees (temporary or permanent).

3.9.2. For political activity, AFR 110-2 (AFI 52-902) is applicable to AGR members. Requests for waivers must be submitted through channels to ANGRC/DPM for submission to HQ USAF/JACM.

3.10. Performance Evaluations:

3.10.1. Each State Adjutant General, or designated representative, will establish the supervisory/evaluation channels and the rating scheme. The rating chain must include a full-time supervisor (AGR or military technician) as either the rater, additional rater, or reviewer.

3.10.2. Appraisals. All AGR personnel will have periodic appraisals rendered on at least an annual basis. Officers will have Officer Performance Reports (OPRs) rendered as required by AFR 36-10 (AFI 36-2402). Enlisted personnel will be rated according to procedures established in ANGR 39-62. Supervisors will counsel AGR members on their performance at least annually.

Chapter 4

PRIORITY PLACEMENT AND REDUCTION IN FORCE

4.1. Priority Placement of Overgrade Members. The Priority Placement Program (PPP) is designed for the management of overgrade AGR members. Reductions in Force (RIF) actions take precedence over the PPP. Because of unique mission requirements and unit force management plans, each SPMD must develop a written PPP procedure that incorporates the following:

4.1.1. Ensure that the fewest number of personnel are administratively reduced or released from AGR status.

4.1.2. Ensure that military technicians in a retained grade status and AGR personnel in an overgrade status will be given simultaneous PPP consideration. Neither category has priority over the other.

4.1.3. Placement must be based on the least amount of impact to the individual and the mission.

4.2. Implementation of the PPP. AGR personnel who become overgrade to their SPMD assignment will be entered into the PPP as described below.

4.2.1. Members will be entered in the PPP on the same date as the action which causes them to become overgrade. Officers who are selected for ROPA promotion will be entered into the program on the release date of the ROPA list if it places them overgrade to their SPMD position.

4.2.1.1. The SPMD will notify the member in writing (with an information copy to the CBPO) that the individual has been placed in the PPP.

4.2.1.2. Members placed in the PPP will be advised to familiarize themselves with the provisions of this regulation.

4.2.2. A member in the PPP will be offered in writing the first available SPMD position within the state for which the member meets the minimum specialty qualifications for assignment as outlined in chapter 2. The provisions of paragraphs 3.5. and 3.6. apply.

4.2.2.1. The written offer will identify the position, unit of assignment and unit location.

4.2.2.2. The written offer will also advise the member that the individual must successfully obtain the compatible skill level qualification for the SPMD position within a specified time and will identify any mandatory formal training required to obtain the necessary skill qualification.

4.2.2.3. The position offered must have a military grade which meets or exceeds the member's current grade.

4.2.2.4. The position offered should be in a unit within normal commuting distance of the member's residence. (NOTE: This does not preclude entitlement to PCS, if reassigned to another installation.)

4.2.3. An overgrade AGR member must accept or decline a position offered under the PPP within 10 days of the date of the written offer. If the member accepts the position, the SPMD will direct the CBPO to reassign the member within 30 days of acceptance of the position.

4.2.4. Not later than 30 days after the declination, an overgrade AGR member who declines a position offered under the PPP must be reduced in grade to the maximum grade of the SPMD position; if an officer, the individual must be separated from AGR status.

4.2.4.1. An overgrade AGR member may not be offered a second position during the period between declination and reduction in grade or separation.

4.2.4.2. The Adjutant General may request retention of a member in the PPP after the individual has declined an offered position if the declination was based on unusual circumstances which would have created a severe hardship for the member. The request will be forwarded to ANGRD/DP with a full explanation of the circumstances which would have created a hardship if the member had accepted the offered position.

4.3. Notification of Overgrade. The unit DP or designated representative must counsel AGR personnel on the provisions of this chapter within 30 days of the date that they become overgrade.

4.3.1. Officers who are selected for ROPA promotions will, within 30 days of the release date of the ROPA list, be notified in writing that they have been entered into the PPP. ROPA promotees will be separated from AGR status one year from entry into the PPP or the effective date of promotion, whichever is later. Commanders must consider in their force management plans those AGR officers who will be ROPA promoted above their SPMD grade and should make appropriate assignments to preclude entry into the PPP.

4.3.2. An officer who is entered in the PPP due to reasons other than ROPA promotion and is not

offered a position under the program within two years will be separated from AGR status.

4.3.3. An enlisted member who is entered in the PPP and is not offered a position under the program within two years will be administratively reduced in grade to the authorized grade of the SPMD position.

4.3.3.1. The member will be notified at least 90 days prior to the expiration of the PPP that reduction in grade or separation will occur if a position does not become available by the anniversary date.

4.3.3.2. Members will be reduced in grade or separated on the second anniversary of entry into the PPP.

4.4. **Reduction in Force (RIF).** The Reduction in Force (RIF) is designed to manage those AGR members who become excess to the SPMD. Officers and airmen serving on AGR tours may be involuntarily separated due to a reduction in employment authorizations. Placement based on RIF action takes precedence over placement due to PPP actions. AGR members who have between 18 and 20 years of active duty are exempt from RIF action.

4.5. **Implementation of RIF.** When notified by ANGRC/XPM of a reduction in SPMD positions authorizations, the SPMD will do the following:

4.5.1. Notify commanders to identify, based on mission requirements, which functional areas are to be reduced. The SPMD will place all AGR personnel within those functional areas on an AGR RIF Register.

4.5.2. Ensure that reductions are first accomplished by normal attrition, hiring freezes, and separation of retirement eligible members.

4.5.3. Individuals who are eligible for an immediate active duty retirement will be separated from the AGR program before conducting a RIF board unless specifically authorized for retention by the Adjutant General (this authority may not be delegated).

4.5.3.1. Retention may only be authorized for mission essential reasons when the individual possesses unique military qualifications not readily available.

4.5.3.2. Retention may not be authorized for the sole benefit of the member.

4.5.4. Provide written notification to affected personnel of the RIF board to be held and the procedures that will be followed.

4.5.5. Convene a board of ANG personnel to rank order affected members placed on a RIF register.

4.5.6. Separate members with the lowest scores first until mandated reduction levels have been met.

4.5.6.1. Members must be given written notification at least 30 days prior to separation.

4.5.6.2. Members will be counseled on Transition Assistance Benefits.

4.5.7. AGR personnel affected by SPMD reductions will be given first priority for reassignment to any available vacant AGR position within the state for which they can become qualified. New hires may only be authorized after AGR members affected by the RIF have been placed.

4.5.8. Members who have not been placed must be separated no later than 90 days from the date of the reduction in SPMD positions.

4.6. **AGR RIF Boards.** Boards will be comprised of at least three members senior in grade to those being considered. The board president will be the senior member on the board. All board members will be present for all board sessions. Boards must include female and/or minority members if possible.

4.6.1. The board will consider the following factors in establishing order precedence on the register.

4.6.1.1. Performance evaluations

4.6.1.2. Professional Military Education

4.6.1.3. Technician Reemployment Rights

4.6.1.4. Civilian Education

4.6.1.5. AFSC Qualifications

4.6.1.6. Military mission requirements

4.6.2. The board will rank order all members considered with the lowest score last and the highest first.

Chapter 5

MISCELLANEOUS

5.1. Military Pay Procedures. AGR Personnel will be paid through the Joint Uniform Military Pay System (JUMPS) IAW AFR 177-373. Copies of AGR orders and/or amendments and rescissions must be submitted IAW JUMPS policies.

5.2. Promotion of AGR Personnel:

5.2.1. The number of AGR personnel and their military grades cannot exceed the annually established military duty end strength and/or grade ceilings. Therefore, the following promotion controls are necessary.

5.2.1.1. Officer and enlisted AGR personnel will not be promoted above the grade of their SPMD position.

5.2.1.2. While serving in AGR status, existing ANG promotion policies will apply to both officers and enlisted personnel.

5.2.2. AGR grade ceilings and positions are based on NGB standardized or benchmark position descriptions. Local exception PDs classified by the SPMD may not be used to modify the grade ceiling or AFSC requirement for AGR members.

5.3. Accountability. All AGR personnel must be accounted for in ANG end strength and personnel reporting systems. NGB/DPX distributes employment authorizations and grade ceilings to each state. Grade ceilings and employment authorizations will not be exceeded without prior written approval from NGB/DP. All AGR personnel must be coded within PDS IAW attachment two.

5.4. Education and Training. Individuals in AGR status will be afforded the same opportunity for enhancing their military knowledge and career as is presently available to all other ANG members. AGR personnel attend all service schools in AGR status. Orders will indicate the fund citation for travel and per diem provided under the school attendance authorization.

5.5. Military Jurisdiction/Discipline:

5.5.1. All AGR personnel are under state military code jurisdiction. Inherent in the office of the Adjutant General, the state's highest military officer, is the authority to control and discipline members of the state's National Guard. Applicants for AGR positions must be advised that they are subject to state military justice procedures and statutes, and civil laws and statutes, as appropriate, when they are serving under the provisions of Title 32 U.S.C. 502(f).

5.5.2. All records of disciplinary action (letters of reprimand/counseling) will be maintained by the unit commander IAW AFR 35-4 (AFI 36-2902), and AFR 35-44 (AFI 36-2608). These documents must be destroyed when indicated in the letter or upon separation of the member.

5.6. Temporary AGR Tours:

5.6.1. Temporary AGR tours may only be used for short periods of time to fulfill work requirements that are seasonal, backlogged or unexpected. Examples include: ORI/UEI preparation; filling a position due to an incumbent's absence due to illness, or hospitalization; interim fill of a position during the advertisement and selection period; or a requirement to install or refurbish newly acquired equipment. Additional resources may be provided by NGB/DPX in exceptional circumstances (see attachment 4).

5.6.2. Every temporary AGR tour is subject to the following provisions:

5.6.2.1. Temporary tours must be accommodated within allocated employment authorizations, unless additional resources are specifically provided by NGB/DPX.

5.6.2.2. Temporary AGR tours will be for a minimum of 30 consecutive days, and will not exceed 139 days in a fiscal year. The 139-day limit may be waived in exceptional circumstances and applies equally to tours funded with additional resources (see attachment 5).

5.6.2.3. An individual may not be placed on a temporary tour within 31 days of a previous temporary tour. This requirement will not be waived.

5.6.2.4. Temporary AGR personnel must be assigned against valid SPMD positions and may not exceed the maximum grade authorized for the position.

5.6.2.5. Temporary personnel placed in management (includes all officers), supervisory, or rated positions, or who have been authorized to exceed 139 days must be assigned against valid, vacant SPMD positions.

5.6.2.6. If a temporary tour is effective on or through 30 September of the fiscal year, the incumbent must be counted and accommodated in the state's end strength and grade ceilings.

5.6.3. To be eligible for a temporary AGR tour, the eligibility and selection criteria defined in paragraph

2.1. and elsewhere in this regulation apply with the following exceptions:

5.6.3.1. The member must be medically qualified for continued world-wide duty IAW paragraph 7.2.4. and 7.2.5., and AFR 160-43 (AFI 48-123). An AF Form 895 must be completed when the temporary tour begins. Individuals who are authorized to exceed 139 days of continuous temporary status must have a completed physical IAW paragraph 7.2.1.

5.6.3.2. Enlisted members in the grade of SSgt (E-5) and below may be assigned without the required 3- or 5-skill level of the compatible AFSC, provided the temporary tour does not exceed 60 days.

5.6.3.3. Enlisted members in the grade of TSgt (E-6) and above must have a minimum of a 3-level in the compatible AFSC.

5.6.3.4. Members need not meet the criteria of paragraph 2.1.3.7. (retainability) provided the temporary tour does not place the member within the "sanctuary zone" and the tour does not exceed 139 days (unless waived by ANGRC/DP).

5.6.3.5. Temporary AGR tours need not be advertised through normal announcement procedures.

5.6.3.6. The member must not have been on a temporary tour within the preceding 31 days.

5.6.4. Individuals in temporary AGR status will be entered into the Personnel Data System (PDS) IAW attachment 6 and will be paid through the Joint Uniform Military Pay System - Reserve Forces (JUMPS-RF) rather than JUMPS.

5.7. Personnel Absences. AFR 35-9 (AFI 36-3003) is applicable to AGR personnel. Air/detachment commanders must establish written administrative leave and pass policies and procedures IAW AFR 35-9 (AFI 36-3003) and this instruction. Unauthorized absence is governed by the individual state's statutes or military code. Units that have compressed work-week schedules must take the work schedule into consideration when establishing local supplements/policies regarding ordinary leave.

Chapter 6

SEPARATION/RETENTION/RETIREMENT**6.1. General:**

6.1.1. AGR personnel must complete the period specified in their orders unless released under one of the provisions specified below:

6.1.1.1. An approved request for voluntary separation.

6.1.1.2. A mandatory involuntary separation.

6.1.1.3. Involuntary for cause.

6.1.1.4. Involuntary due to SPMD changes.

6.1.1.5. Retirement.

6.1.2. For retention or separation of members undergoing medical treatment, refer to chapter 7 of this regulation.

6.1.3. An AGR member who is being released from an AGR tour may request a physical examination through channels from the servicing medical facility, but must do so at least 120 days prior to separation to ensure adequate time for completion. A complete physical is not a requirement for separation. Failure to complete the examination will not be grounds for retention in AGR status, except as outlined in chapter 7.

6.1.4. The Adjutant General is the final authority for determining whether individuals will be separated, except that retention may not be directed where separation is mandatory under this regulation.

6.1.5. Personnel who are within two years of qualifying for retirement under the provisions of Title 10 USC 8911 or 8914 (active duty retirement) will not be involuntarily separated from AGR status without the approval of the Secretary of the Air Force.

6.2. Separation at Expiration of Tour:

6.2.1. Personnel will be separated from AGR status at the expiration of their current tour if:

6.2.1.1. They do not request a subsequent tour.

6.2.1.2. They were not selected for continuation in the AGR program; however, they may be eligible for separation pay if they meet the eligibility criteria outlined in the DoDPM (also see AFR 36-12 (AFI 36-3207)). The member may appeal the non-renewal of an AGR tour, through command channels, to the Adjutant General who will make the final determination.

6.2.1.3. They are ineligible for a subsequent tour under this instruction.

6.3. Voluntary Separation:

6.3.1. A member may request an early release from AGR status by submitting a fully justified request through channels (including the SPMD) to the Adjutant General, who is the final approval/disapproval authority. This authority may be delegated to the Support Personnel Management Officer.

6.3.2. Members who voluntarily request separation from AGR status are not entitled to separation pay (10 USC 1174 and DoDPM). This includes when a member voluntarily accepts a position/promotion as a military technician.

6.4. Mandatory Separation. Personnel will be separated for the reasons below, regardless of the expiration date of their current tour. Retention is not authorized. The involuntary separation procedures of paragraph 6.5.2. need not be used; however, the members must be given as much advance notice of separation as possible, ordinarily not less than 90 days plus any terminal leave. Separation of any member currently in AGR status is required when:

6.4.1. Officers reach their Mandatory Separation Date (MSD). Officers will be separated upon reaching their maximum years of service or maximum age unless they have completed between 18 and 20 years of active Federal service for retirement purposes (sanctuary zone). Officers who are in the "sanctuary zone" when reaching MSD will have their MSD extended until the end of the month in which they reach retirement eligibility. Requests for extension of the MSD must be sent to ANGRCDPM.

6.4.2. Enlisted personnel reach age 60. Enlisted personnel will be separated upon reaching age 60 unless they have completed between 18 and 20 years of active Federal service for retirement purposes (sanctuary zone). Enlisted members in the "sanctuary zone" when reaching age 60 will have their MSD extended until the end of the month in which they reach retirement eligibility. Requests for extension of the MSD must be sent to ANGRCDPM.

6.4.3. The required security status (NAC, security clearance, etc.) is lost or cannot be obtained.

6.5. Involuntary Separation for Cause:

6.5.1. Except as specified in paragraphs 6.2., 6.3., 6.4., and 6.6., personnel will be involuntarily separated from AGR status only IAW procedures

prescribed herein and only after the Adjutant General has determined that the state has complied with all applicable laws and regulations. The Adjutant General will review all recommendations for involuntary separation under this paragraph and will make the final determination. This authority may not be delegated.

6.5.2. Guidelines for Involuntary Separation:

6.5.2.1. The commander or supervisor will document counseling or issue a letter of reprimand when an individual's degree of efficiency, manner of performance of duty, military conduct, or the commission of any derogatory act makes such action appropriate. Normally, counseling statement (AF Form 174, Record of Individual Counseling may be used) or a letter of reprimand will be documented in the supervisor's records, before initiating involuntary separation action. When the reason for separation warrants immediate separation, counseling or a letter of reprimand may be omitted. Individuals being counseled will verify acknowledgment of counseling session.

6.5.2.2. When deciding whether to initiate involuntary separation action, the following factors must be considered:

6.5.2.2.1. The seriousness of the events or conditions that form the basis for initiation of separation proceedings. Consider the effect of the member's continued retention on military discipline, good order, and morale.

6.5.2.2.2. The likelihood that the events or conditions will continue or recur.

6.5.2.2.3. Whether the actions of the member resulted, or are likely to result, in an adverse impact on accomplishment of unit missions.

6.5.2.2.4. The member's ability to perform full-time support duties in a reasonable manner.

6.5.2.2.5. The member's potential for further service.

6.5.2.2.6. The member's military record. This includes past contributions to the ANG, assignments, awards and decorations, evaluations, ratings, letters of commendation, records of non-judicial punishment, records of involvement with civilian authorities, and any other matter deemed relevant by the separation authority.

6.5.2.2.7. The possibility of reassigning the member.

6.5.3. Grounds for Separation. The following breaches of discipline are incompatible with service in the ANG. Serious consideration should be given to involuntarily separating a member for these reasons.

6.5.3.1. Acts of misconduct, whether or not connected with the member's official duties to include conviction for the illegal use of drugs or abuse of alcohol.

6.5.3.2. Moral or professional dereliction.

6.5.3.3. Loss of professional qualifications required for the performance of assigned duties.

6.5.3.4. Substandard duty performance.

6.5.3.5. Acts or expressed sentiments of discrimination, harassment, or prejudice.

6.5.3.6. Failure to maintain medical, physical fitness, or weight standards.

6.5.3.7. Failure to attain or maintain a skill level compatible with the SPMD assignment.

6.5.4. Procedures. The supervisor or commander must submit a recommendation through channels (to include the SPMD) to involuntarily separate a member. The following procedures will be followed.

6.5.4.1. The unit commander will refer the recommendation for involuntary separation to the member concerned for rebuttal or comment prior to forwarding through command channels. Appropriate written documentation substantiating the specific reasons for the recommendation will be provided to the member and forwarded with the request. The member has five working days to reply in writing to the separation recommendation. The five day response time may be extended when legal counsel is consulted.

6.5.4.2. Comments offered by the AGR member will be included with the supervisor's/commander's recommendation. The member may be given the opportunity, but will never be required to submit a written request for voluntary release from the program in lieu of involuntary separation. Personnel pending involuntary separation will be provided legal assistance upon request.

6.5.4.3. The senior commander (normally the air/detachment commander) will recommend approval or disapproval, within five working days indicating the reasons, and will forward to the SPMD for submission to the Adjutant General, without delay. If additional reasons for separation are included in the recommendation, the member will be given the opportunity to rebut those additional reasons. Such rebuttal must be submitted within 15 days.

6.5.4.4. The Adjutant General may appoint an investigating officer (IO). The IO must be a commissioned officer, should be senior in grade to the member under review, and may not be in the full-time chain of command of either the member or the senior

commander. The IO will make a written recommendation within ten working days of appointment to the Adjutant General concerning separation/retention of the member.

6.5.4.5. Members separated for cause should be considered for discharge from the ANG. Only in exceptional circumstances should the member be retained in the ANG.

6.5.4.6. AGR personnel involuntarily separated before the scheduled end of a tour who meet the eligibility requirements outlined in DoDPM (also see AFR 36-12 (AFI 36-3207)) may be eligible for separation pay.

6.6. Involuntary Separation Following SPMD Changes or End Strength Limitations. AGR personnel who are in affected categories or who are not in affected categories but are retirement eligible may be involuntarily separated as a result of SPMD changes which abolish positions or in order to meet reductions in AGR end strength and/or grade ceiling limitations. NGB will notify SPMOs of changes to AGR manning levels or grade ceilings. The notification will stipulate that the reduction affects AGR personnel only and give an effective date of the RIF (see paragraph 4.4.).

6.7. Extension of Current Tour and Subsequent Tour:

6.7.1. Extension of the current tour and selection for subsequent tours is based on the mission needs of the unit, the manner of performance, and authorized force structure; however, every effort will be made to allow qualified members who so desire to be retained in the program.

6.7.2. The SPMD will establish administrative procedures for approval of AGR personnel for follow-on tours subject to resource availability. These procedures will ensure that fair and equitable treatment is afforded all personnel. Special orders authorizing the follow-on tour or a letter of intent not to renew must be issued 120 days prior to the scheduled end of the current tour.

6.8. Documentation of Service:

6.8.1. IAW AFR 35-6 (AFI 36-3202), the servicing CBPO will provide a DD Form 214 to each individual released from an AGR tour of 90 days or longer who is not continuing in an AGR status.

6.8.2. Separation Program Designator (SPD) codes for involuntary separations are required on the DD Form 214. Appropriate codes may be obtained from ANGRC/DPM.

6.8.3. If the member is being separated or discharged from the ANG in conjunction with release from AGR status, an NGB Form 22 will be provided.

6.9. Retirement:

6.9.1. AGR personnel may accrue sufficient creditable service to qualify for a regular retirement under Title 10 USC 8911 (officer) or 8914 (enlisted). This retirement eligibility may be attained through continuous AGR service or by an accumulation of various types of active duty or active duty for training.

6.9.2. Applications for retirement from AGR duty will be processed IAW AFR 35-7 (AFI 36-3203). Applications are subject to applicable restrictions on voluntary retirement in AFR 35-7 (AFI 36-3203).

6.9.3. Service requirements established in AFR 35-7 (AFI 36-3203) must be met for members to retire in their current grade.

6.9.4. Entitlement to movement of household goods is processed IAW AFR 35-7 (AFI 36-3203).

Chapter 7

MEDICAL

7.1. General. Within the context of federal law, the health and well being of ANG members must always be a prime consideration in any decision concerning their assignment, utilization, retention or separation.

7.2. Eligibility for AGR Tours:

7.2.1. Members selected for AGR tours, other than temporary tours, must meet the physical qualifications outlined in AFR 160-43 (AFI 48-123), Medical Standards for Appointment, Enlistment, and Induction. Medical examinations must be conducted not more than 24 months prior to entry on AGR duty; an AF Form 895 must be completed if the medical examination is more than 30 days old; and an HIV test must be completed six months prior to the tour start date.

7.2.2. Personnel age 40 and older are required to have a Risk Index calculated IAW AFR 160-43 (AFI 48-123). If the Risk Index exceeds 10,000 then the individual will be required to have a stress EKG.

7.2.3. Members determined physically qualified for induction IAW AFR 160-43 (AFI 48-123) by the State Air Surgeon may enter on AGR duty immediately. The State Air Surgeon will forward questionable cases and those cases which do not meet induction standards IAW AFR 160-43 (AFI 48-123) for waiver consideration to ANGRC/SGPS for review, disposition and approval prior to entry on AGR duty.

7.2.4. Members selected for temporary AGR tours must be medically qualified IAW AFR 160-43 (AFI 48-123), Medical Evaluation for Continued World-Wide Military Service, and have completed an AF Form 895 within 30 days prior to the tour start date. Individuals transferring from title 10 USC (active duty or statutory tour) are not required to have a new physical unless the previous physical is over four years old at the time of entry onto AGR status.

7.2.5. Any member selected for any type of AGR tour must currently be within weight/BFM standards.

7.3. Medical Care. AGR personnel are authorized medical care IAW AFR 168-6 (AFI 41-115) and AFR 168-10 (AFI 41-101).

7.3.1. The member or the supervisor must inform the servicing ANG medical facility of any changes in the member's medical status. The CBPO will notify ANGRC/SGPS (with an info copy to the SPMO and ANGRC/DPM) of any medical incapacitation which extends beyond 60 days duration.

7.3.2. AGR personnel will be counseled that scheduling elective surgery without approval of the air/detachment commander may be considered as an abuse of privileges and may result in disciplinary action.

7.3.3. Pregnancy. Medical benefits for pregnant members are authorized in AFR 168-6 (AFI 41-115). Policies established by HQ USAF and ANGRC/SGP must be consulted for further guidance. The following policies apply regarding extension/separation of pregnant members:

7.3.3.1. A member cannot be released involuntarily prior to expiration of a tour solely because of pregnancy.

7.3.3.2. Members on AGR tours, other than temporary tours, may be continued or released as planned, regardless of the pregnancy.

7.3.3.3. Temporary tours will normally expire as indicated on the orders.

7.3.3.4. Tours may not be extended merely to provide medical coverage for normal pregnancy. Benefits for medical coverage are IAW AFR 168-6 (AFI 41-115).

7.3.3.5. Tour extensions due to abnormal pregnancies must be processed through ANGRC/SCP and ANGRC/DPM for approval. Extension requests must be submitted NLT 30 days prior to tour expiration.

7.3.4. AFR 160-43 (AFI 48-123) (Continued Military Service) sets forth various medical conditions and defects that may cause a member to undergo medical board processing IAW AFR 168-4. The responsibility for prompt identification of members whose medical qualifications for continued world-wide service are in doubt rests with commanders, supervisors, and medical personnel.

7.3.4.1. This responsibility must be effectively discharged to preclude improper retention of members who are not qualified for world-wide duty, to the detriment of mission capability, as well as to preclude possible denial of benefits under Title 10 USC, chapter 61.

7.3.4.2. Official provisions exist for retention in AGR status, with protective disqualifying defects IAW AFR 160-43 (AFI 48-123).

7.3.4.3. No AGR member has a right to remain in AGR status to attain or maximize longevity benefits if

the member does not remain qualified for continued world-wide duty.

7.4. Retention/Release of Members:

7.4.1. An AGR member may request a physical examination upon release from AGR status, but a physical examination is not required unless there is or has been a significant change in the member's medical status.

7.4.2. AGR members, including those on temporary tours over 30 days, who are not offered a follow-on tour will not be involuntarily released from AGR status while medically incapacitated, unless as a result of action IAW AFR 35-4 (AFI 36-2902). Orders will be published extending the tour until a final determination is made. If the member is subsequently found to be

medically disqualified for continued military service, the individual will be separated or discharged IAW AFR 35-4 (AFI 36-2902), ANGR 36-05 or ANGR 39-10.

7.4.3. Requests for additional resources to provide back-fill for a member medically incapacitated for less than 90 days will not be approved. Commanders must be prepared to implement other alternatives to ensure the duties of the incapacitated member are accomplished. If medical incapacitation extends beyond 90 days, a request for a temporary resource may be requested from NGB/DPX.

PHILIP G. KILLEY
Major General, USAF
Acting Chief, National Guard Bureau

OFFICIAL

C. DAVID MISKELL
Acting Chief
Administrative Services

Attachment 1

STATEMENT OF UNDERSTANDING

I, (Grade & Name), understand that I am voluntarily entering a limited active duty tour under Title 32 USC 502(f) and that I cannot accrue sufficient creditable service to qualify for a regular retirement under Title 10 USC 8911 or 10 USC 8914. I understand that this tour must be approved by NGB and that waivers to extend this tour beyond four years will not be considered.

(Signature block of member)
(Date)

(Signature block of witness)
(Date)

Attachment 2

AGR ELIGIBILITY CHECKLIST

NAME: KARIN DOE Rank: CAPT SSN: 123-45-6789

REVIEWED: _____ CLOSING: _____

ANNOUNCEMENT #: 12-345 RANK & AFSC: CAPT. 36P3

YES N/A NO QUESTIONS

- () () () Has individual been separated "for cause" from active duty or a previous AGT tour?
- () () () Has copy of SF88 () SF93 (). (Not required for on-board ANG AGRs, AF Form 895 for Temp AGRs).
- () () () Checked SF88 to verify weight qualification per AFR 160-43 (AFI 48-123). Meet standards?
- () () () AFR 39-1 (AFI 36-2108) has aptitude requirements of:
Mech: _____ Admin: _____ Gen: _____ Elect: _____
Applicant has Aptitude scores of:
Mech: _____ Admin: _____ Gen: _____ Elect: _____
- () () () Applicants aptitude scores meet the minimum requirement IAW AFR 39-1 (AFI 36-2108) for entrance into the announced AFSC?
- () () () Applicant will require aptitude testing to meet entrance requirements IAW AFR 39-1 (AFI 36-2108) for AFSC _____ is selected?
- () () () AFR 39-1 (AFI 36-2108) has Physical Profile Requirements of:
P: _____ U: _____ L: _____ H: _____ E: _____ S: _____ X Factor: _____
Applicant's SF88 has a Physical Profile of:
P: _____ U: _____ L: _____ H: _____ E: _____ S: _____ X Factor: _____
- () () () Applicant possesses the announced AFSC and/or is qualified for entrance into the announced AFSC?
- () () () Applicant must retrain to AFSC _____ from entry level if selected?
- () () () This applicant will require an AF Form 2096 is selected?
- () () () Applicant is receiving or is eligible for an immediate Federal annuity (Civ or Mil)?
- () () () If officer applicant is not a current member of the ANG does the individual have a Bachelor's or higher degree?

- ☐ ☐ ☐ Applicant can complete five years of active Federal service prior to eligibility for a regular retirement? (Note: This may be waived.)
- ☐ ☐ ☐ Applicant has sufficient retainability to complete twenty years of active duty prior to MSD?
- ☐ ☐ ☐ Applicant is an AGR assigned to: _____
- ☐ ☐ ☐ Applicant is a Technician assigned to: _____
- ☐ ☐ ☐ Will a grade inversion exist if the applicant is selected?
- ☐ ☐ ☐ Will a PCS move be required?
- ☐ ☐ ☐ Applicant is qualified for interview based on the announcement as written?
- ☐ ☐ ☐ Application is being forwarded for interview because no qualified applications were received or selecting supervisor requested thru SPMO the names of the additional applicants which could not meet the requirements as announced?
- ☐ ☐ ☐ Application is being returned to the individual due to:

Attachment 3

AGR/MILITARY TECHNICIAN GRADE COMPARABILITY

The following grade comparison table determines the maximum AGR grade authorized for each position on the SPMD. Provisions of this table are not waivable.

Max AGR Grade	Mil Tech Grade			
	GS/GM	WS	WL	WG
O-6 Col	14, 15			
O-5 Lt Col	12, 13			
O-4 Maj	11			
E-9 CMSgt	9,10,11	7 - 16	11 - 13	14
E-8 SMSgt	8	4 - 6	10	13
E-7 MSgt	7	1 - 3	8, 9	11, 12
E-6 TSgt	6		1 - 7	9, 10
E-5 SSgt	1 - 5			1 - 8

NOTES:

1. This table establishes GS-11 as the entry level for officers into AGR status. Officers previously entered at the lower level may be retained; however, they may not be promoted to major unless occupying a valid GS-11 or above position.
2. The entry of officers into WS-12 through WS-16 is prohibited. Officers previously entered into AGR status in these grades may be retained; however, they may not be promoted above the grade of major.
3. AGR grade ceilings are based on the NGB approved standardized or benchmark position description (PD). Local exception PDs classified by the SPMD will not be used to justify a higher AGR grade.

Attachment 4

FORMAT FOR REQUESTING TEMPORARY AGR TOURS

(Appropriate Letterhead)

FROM: Unit Commander

SUBJ: Request for Temporary AGR Tour

TO: (through command channels including SPMO to NGB/DPX)

Request authority to hire (grade, name if known) for (number of days not to exceed 139) in support of (provide justification).

(appropriate signature block)

NOTES:

1. Temporary AGR tours are approved based on dollar availability and the justification provided. NGB/DPX will contact the appropriate offices at NGB or ANGRC for their comments and/or approval. Temporary tours in the grade of Colonel, Lt Colonels, Major, E8 and E9 will not normally be approved. Temporary tours to backfill individuals attending formal school training will not normally be approved.
2. This format pertains to requests for temporary tours which are required after all of your available AGR employment authorizations have been filled. A letter is not required when AGR employment authorizations are available within your state. However, the provisions of this regulations must be followed for all temporary tours.

Attachment 5**FORMAT FOR 139 DAY TEMPORARY TOUR WAIVER**

(Appropriate Letterhead)

FROM: Unit Commander

SUBJ: Request to Exceed 139 Day Temporary Tour

TO: (through command channels including SPMO to ANGRC/DPM)

1. Request authority for (Grade, Name, unit) to exceed 139 days of temporary AGR status in one fiscal year. (Explain rationale of why the individual must be extended. Include rationale why another individual cannot be obtained to fulfill the position requirements. If the temporary assignment is against a vacant position, explain why a the position has not been filled.)

2. The following pertinent information is provided.

- a. Dates and number of days of previous Temporary AGR duty.
- b. The individual is performing duties against (provide SPMD position, AFSC, and unit).
- b. The individual does /does not live within commuting distance. (Waivers will not be considered where PCS entitlement will be incurred.)
- c. The individual does/does not possess the AFSC required.
- d. The individual has completed a physical IAW paragraph 7.2.4. of ANGI 36-101.

(appropriate signature block)

Attachment 6
PDS INSTRUCTIONS

The following PDS actions are required for AGR personnel.

A6.1. The code "ANG-ACTIVE duty status" (DIN SDM) must be updated no later than the effective date of the AGR tour. The following codes will be used:

- D - Production Recruiter
- E - Recruiting Retention Program Manager
- F - 200AS & 201AS (T-43 units)
- J - Drug Interdiction Program
- K - Reimbursable Position
- L - Detached Alert
- M - Defense Systems Evaluation Support (169th Elect Sec Sq)
- N - Combat Readiness Training Centers & Gunnery/Bomb Ranges
- O - All other AGR Personnel
- P - Career and Education Manager
- R - Weapons System Security
- S - RTU Flying Training Instructor
- T - ANG Training Units
- U - Temporary Tour Authorized by NGB

NOTE: Code "U" will be used to identify members in a temporary AGR status when resources for the tour are provided by NGB in addition to allocated resources. Temporary AGR personnel accommodated within a state's employment authorizations will be identified by the appropriate active duty status code for the duties they are performing.

A6.2. DIN JBZ (ANG-TECHNICIAN-ID) will automatically update to a "3" for AGR personnel when one of the above codes is entered. DIN GFA (CIVILIAN_GRADE) must be updated.

A6.3. Servicing CBPOs will ensure that other PDS updates required as a result of individuals entering AGR status are accomplished.

A6.4. The DIN "ANG-ACDU-TOUR-START-DT" must reflect the date an individual initially entered AGR status (without break). When tours are renewed, this field must not be changed. Only update the tour stop date.

THE ACTIVE GUARD/RESERVE (AGR) PROGRAM

ANGI 36-101, 29 December 1993, is changed as follows:

Page-Insert Changes. New or revised material is indicated by a *.

Remove	Date	Insert
1-2	29 Dec 93	1-2
5 through 12	29 Dec 93	5-12
19-20	29 Dec 93	19-20
23-24	29 Dec 93	23-24
27	29 Dec 93	27

DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Acting Chief
Administrative Services

Personnel

THE ACTIVE GUARD/RESERVE (AGR) PROGRAM

This instruction implements ANGPD 36-1, Full-Time Support to the Air National Guard. It applies to Air National Guard (ANG) members serving in AGR status under Title 32 United States Code (USC) Section 502(f). This instruction identifies responsibilities for the AGR program; establishes policies and procedures; identifies applicable Air Force (AF) and National Guard Bureau (NGB) directives; and specifies eligibility and selection criteria.

SUMMARY OF CHANGES

Clarifies SPMO/CBPO responsibilities; requires members who exceed 139 days on a temp tour to get a physical; requires a waiver to put members in certain controlled grades; deletes the requirement to dual advertise; deletes the requirement to fill rated positions with AGRs; clarifies reassignment authority; allows entry without a 3-level; clarifies a full-time supervisor must be in the rating chain; establishes RIF procedures; establishes appeal rights for tour non-renewal; changes tour lengths, prohibits entry of members previously separated from AD or AGR status for cause.

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Supersedes ANGR 35-03, 1 June 1989

No. of Pages: 27

OPR: NGB/DPPO (Capt Kyler)

Certified by: NGB/CF (MG Killey)

Editor: NGB-ADG (Ms. N. Salch)

Distribution: F

Chapter 1

GENERAL

1.1. Purpose. This instruction prescribes policy and procedures for administering and managing Active Guard/Reserve (AGR) personnel serving in the full-time National Guard duty program under title 32 USC 502(f) for the purpose of organizing, administering, recruiting, instructing or training the ANG. It specifically prescribes policies and procedures regarding the accession, use, professional development, retention, separation, and retirement of AGR personnel. For the purposes of this instruction, the term AGR refers solely to AGR personnel serving under title 32 USC 502(f).

1.2. Scope. Information herein provides Adjutants General sufficient personnel and manpower management policy for developing a career management program for AGR personnel within their respective states. For the purpose of this instruction, a career management program is defined as a program which will afford individuals the opportunity to achieve upward mobility consistent with manpower constraints and the needs of the unit.

1.3. Responsibilities:

1.3.1. National Guard Bureau (NGB). The NGB will provide resources for the employment of ANG members in an AGR status, formulate AGR policy, and process requests for exception to policy.

1.3.2. Air National Guard Readiness Center (ANGRC). The ANGRC is the primary point of contact for the SPMO. The ANGRC will evaluate management of the program, and will provide the guidance necessary for administering and managing the AGR program. Requests for routine waivers should be processed through ANGRC/DPM.

1.3.3. Adjutant General. Each state Adjutant General is responsible for implementing this instruction and insuring the administration and oversight of the AGR program within the state.

1.3.4. Support Personnel Management Office/AGR Manager:

1.3.4.1. The Support Personnel Management Office (SPMO) will establish AGR policy within the state and exercise oversight responsibilities for the state AGR program. The SPMO is responsible for developing AGR management programs, policies and procedures as well as oversight for these programs. The SPMO is also the primary point of contact for communications with ANGRC/NGB concerning the AGR program.

1.3.4.2. The SPMO receives, reviews and updates the full-time staffing guide or the SPMD and employment authorizations. The office coordinates with appropriate state headquarters personnel to identify state needs for mission accomplishment, and allocates employment authorizations to units.

1.3.4.3. Processes all requests for AGR tour announcements to ensure compliance with regulations. Develops, reproduces, and distributes job announcements. Reviews applications to ensure eligibility of applicants.

1.3.4.4. Receives and reviews selection package to ensure compatibility, and ensures guidelines of instruction have been followed for appointment.

1.3.4.5. Monitors unit manning to preclude excess and/or overgrade assignments of AGR personnel and to preclude excess employment authorizations.

1.3.4.6. Inputs all AGR accessions/separations and personnel changes into PDS-C.

1.3.4.7. Manages Priority Placement Program and Reductions in Force.

1.3.4.8. Conducts periodic staff assistance visits to units.

1.3.4.9. Advises AGR members of changes in AGR policies and/or regulations. Hosts yearly update AGR briefing program to openly discuss AGR program and possible changes.

1.3.4.10. Monitors all disability actions to ensure prompt resolution of applications.

1.3.4.11. Compiles and submits state AGR controlled grade requirements when requested by NGB/DPX.

1.3.5. Air/Detachment/Mission Commander:

1.3.5.1. Air/Detachment/Mission commanders (or equivalents) are responsible for the day-to-day management of the AGR personnel in their unit.

1.3.5.2. Establish appropriate duty hours as necessary to meet mission requirements.

1.3.5.3. Establish written local leave and pass policy in accordance with (IAW) AFR 35-9 (AFI 36-3003) to include guidance on partial absences during the duty day and sick leave.

1.3.6. ANG Consolidated Base Personnel Office (CBPO) and Remote Designee.

1.8.1. Drug cases must receive prompt evaluation and disposition. Those individuals confirmed to be drug users will be processed for separation from the ANG and as a Reserve of the Air Force. The ANG does not have the resources to implement a drug rehabilitation program.

1.8.2. Alcoholism is recognized as a progressive, non-compensable disease that affects the entire family and is both preventable and treatable. It is ANG policy to help prevent alcohol abuse and alcoholism among its personnel and to try to restore members with problems attributable to alcohol abuse to full duty status. ANG policy also seeks to ensure the humane management and administrative separation of those who cannot be restored.

1.9. Waivers. Requests for waivers to this instruction must be fully documented and must be processed through command channels to include the Air/Detachment/Mission Commander and SPMO to ANGRC/DPM for approval/disapproval. Exceptions to policy will be reviewed by ANGRC/DPM before being forwarded to NGB/DP for evaluation.

Chapter 2

ENTRY INTO THE AGR PROGRAM

2.1. Eligibility Requirements:

2.1.1. Military assignments. All AGR personnel must hold compatible military UMD assignments in the same unit as the SPMD position to which assigned. As such, military personnel policies and regulations governing UMD assignment, reassignment, retention, promotion, etc., are applicable and must be administered prior to or in conjunction with any action related primarily to the AGR duty status of any member.

2.1.2. To apply for an AGR position, an applicant's military grade cannot exceed the maximum military grade authorized on the SPMD for that position. An enlisted member who is overgrade must indicate in writing a willingness to be administratively reduced in grade when assigned to the position.

2.1.3. Entry qualifications for AGR status include:

2.1.3.1. Officers must meet the entry-level Air Force Specialty Code (AFSC) qualification criteria outlined in AFR 36-1 for the duty AFSC compatible with the SPMD position.

2.1.3.2. Enlisted personnel applying for officer positions must be eligible for commissioning upon selection for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG.

*2.1.3.3. Enlisted personnel must possess an AFSC compatible with the SPMD upon selection for AGR duty. If there are no applicants who have the required AFSC, then the applicant must sign an agreement to retrain following procedures outlined in paragraph 3.6. of this instruction.

2.1.3.3.1. The airman's grade is SrA (E-4) or below. An awarded three or higher skill level in the AFSC is required. Airmen of this grade with prior experience may qualify as by-pass specialists IAW AFR 35-1.

2.1.3.3.2. The airman's grade is SSgt (E-5) or higher. An awarded five or higher skill level in the AFSC is required.

2.1.3.3.3. Supervisory positions may, at the discretion of the selecting official, require a seven-skill level in the required AFSC.

2.1.3.4. Any member on the ANG Weight Management Program is ineligible for entry into AGR status. This does not include the probationary period after the loss of weight to satisfy standards. Members must meet the weight requirements at the time they are placed on the AGR program.

2.1.3.5. Members selected for AGR tours must meet the physical qualifications outlined in AFR 160-43 (AFI 48-123), Medical Standards for Appointment, Enlistment, and Induction.

Individuals who enter the AGR program from a title 10 USC status (active duty or statutory tour) do not require a new physical provided their current physical is not more than four years old at the time of entry into AGR status.

2.1.3.6. AGR personnel may not be eligible for or be receiving an Immediate Federal Retirement Annuity (military or civilian). Individuals receiving or eligible to immediately receive a federal annuity and individuals receiving or eligible to immediately receive a state annuity for service as National Guard technicians are not eligible for entry on an AGR tour under this instruction. This paragraph does not prohibit renewal of a member currently serving on a permanent AGR tour.

2.1.3.7. Applicants for the AGR program must be able to complete 20 years of active Federal service prior to mandatory separation date (MSD) for officer; age 60 for enlisted members. Exceptions to this policy may be considered by ANGRC/DP on a case-by-case basis for exceptional circumstances involving overriding mission requirements. Waivers will not be considered where other members may be readily retrained to perform the required position. Approval will be limited to one four-year tour. Extensions will not be considered. Exemption requests must include the statement of understanding contained in attachment 1.

2.1.3.8. An AGR member must be able to serve at least five consecutive years in the AGR program prior to eligibility for military non-disability retirement or retainer pay. Waivers may be considered in exceptional circumstances by ANGRC/DPM.

2.1.3.9. Military technicians may not convert in-place to AGR status. An incumbent military technician may only change to AGR status in conjunction with selection for a different SPMD position, defined as an SPMD position with a different position description.

2.1.3.9.1. For example, PD 4325 is found in more than one functional account code. Military technicians may not convert to AGR status in conjunction with reassignment from one F4325 position to another F4325 position within the unit.

2.1.3.9.2. A conversion in place would exist if a technician was transferred from PD 4325 to a different PD and then selected for PD 4325 within a very short period thereafter.

2.1.3.10. Individuals may not be selected for an initial AGR tour in the following controlled grades (E-8, E-9, O-5, or O-6) without written approval by ANGRC/DP. Requests will not be considered where lower grade personnel are available even if the lower grade member is not as fully qualified. Retraining of lower grade individuals is preferred.

2.1.3.11. An individual must not have been previously separated for cause from active duty or a previous AGR tour.

2.2. General:

2.2.1. Members of the ANG must be assigned to AGR status against vacant positions that appear on the ANG SPMD. The SPMD contains two categories of positions:

2.2.1.1. Category One consists of positions that must be filled only by AGR personnel (such as recruiters, range personnel, etc.). Each position in this category contains an appropriate military AFSC and the maximum military grade.

2.2.1.2. Category Two consists of positions that may be filled by either military technicians or AGR personnel. Each position in this category contains a standard technician grade and maximum military grade. The majority of SPMD positions are in this category.

*2.2.2. It is DoD policy that AGR personnel will be used primarily to provide readiness support and training to units and to be assigned against mobility positions. AGR personnel will not be assigned to the State Headquarters, USP&FO or SPMO. Normal career progression or career broadening assignments, especially into management positions, may be considered for AGR personnel on a case-by-case basis and waivers must be approved by ANGRC/DPM.

*2.2.3. Members must remain in the position to which initially assigned for a minimum of 12 months. Waivers may be approved in exceptional circumstances by ANGRC/DP.

2.3. Announcement Procedures:

2.3.1. The Air/Detachment/Mission Commander must identify which vacant SPMD positions are to be advertised and filled with AGR resources. When filling positions, commanders should attempt to fill entire sections at the base level with personnel in either military technician or AGR status. These positions must be available from within the unit's allocated employment authorizations and grade ceilings.

*2.3.2. In order to enhance career progression, AGR personnel and military technicians may be considered concurrently for the same Category Two position. If a joint announcement is used, both military technicians and AGR duty information (military title, grade, qualifications, etc.) must appear on the announcement. If selected for a position, a current AGR member may be transferred to the new position in AGR status. AGR personnel assigned to Category One positions may transfer to a Category Two position; however, the resource may not be transferred.

2.3.3. Fair and equitable treatment of all personnel, regardless of their employment status, is required. Both

military technician and AGR personnel must be given equal career advancement opportunities. Specific procedures for application and verification of eligibility will be established by each state Adjutant General within the following guidelines:

2.3.3.1. State procedures must include widespread advertising of AGR positions to ensure that no eligible individual is overlooked. Every qualified individual must be given the opportunity to apply for positions as advertised and to become familiar with all provisions of this instruction.

2.3.3.2. An enlisted member's application for an officer position must be processed and sent to the selecting official if the enlisted member is qualified for commissioning IAW NGR (AF) 36-2 and meets all other minimum qualifications.

2.3.3.3. Individuals must apply in writing for AGR tours IAW procedures established by each state Adjutant General or the designated representative.

2.3.3.4. The individual's eligibility for an AGR tour must be verified IAW provisions stipulated in this instruction (see attachment 2).

2.3.3.5. Authority for final approval of selected applicants rests with the state Adjutant General or the designated representative.

2.3.3.6. A position may not be advertised or filled until a review of overgrade/excess AGR personnel has been done, and the SPMO has certified that no overgrade/excess members exist who could be offered the position IAW chapter 4 of this instruction.

2.4. Selection Process:

2.4.1. Selection and assignment of AGR personnel must be to vacant SPMD positions within the grade limits specified for each position on the grade comparability table, attachment 3, and within allocated AGR grade ceilings.

2.4.2. ANG commanders will maintain unity of command and integrity of supervisory relationships. Grade inversion is detrimental to the military nature of the ANG and is not authorized. Waivers will only be considered for very short periods of time to permit the completion of promotion processing.

2.4.3. Selections for AGR assignments will normally be made from ANG members residing within the established competitive area of the unit where the vacancy exists. Travel and transportation entitlements will be as prescribed by the appropriate Joint Federal Travel Regulations (JFTR).

2.4.4. The following procedures apply to permanent change of station (PCS) assignments:

2.4.4.1. The gaining state will publish the AGR order with the concurrence of the losing state's Adjutant General. The order is contingent upon the conditional release of the individual and subsequent enlistment or appointment in the gaining state.

2.4.4.2. The AGR order will include the number of days required for the member to travel to the gaining state. The member must travel inside the tour.

2.4.4.3. The same basic procedures apply for PCS moves between units in the same state.

2.4.4.4. Approval for a PCS move rests with the gaining Adjutant General or the designated representative. ANG comptrollers are responsible for advising state and unit personnel managers concerning PCS funding to support approved PCS moves.

2.4.4.5. Entitlements for a member who makes a PCS move and completes the AGR tour will be governed by the JFTR.

2.4.5. Individuals in the following categories are ineligible for PCS assignment:

2.4.5.1. Members whose immediate past performance (full-time or drill status) has been marginal or substandard.

2.4.5.2. Members who are under investigation or pending criminal charges.

2.4.5.3. Members who are on the Weight Management Program who are making less than satisfactory progress.

2.4.5.4. Members enrolled in an alcohol abuse rehabilitation program.

2.5. Restoration Rights:

2.5.1. Military technicians who separate from technician employment to enter into the AGR program have restoration rights IAW TPR 300 (353), Federal Personnel Manual. Individuals will not be restored to military technician status solely to gain entitlement to a new period of restoration rights or to establish a new high three years of income for federal civil service retirement computation. Exceptions to this policy

will not be considered. The NGB will not allocate additional resources to accommodate restoration to technician status.

2.5.2. AGR personnel who enter a statutory tour (e.g. Title 10, Sections 265, 8021, 8496 and 678) after 1 May 86 have restoration rights upon the satisfactory completion of their title 10 tour, not to exceed four years, to the state from which they entered their initial statutory tour. Individuals will not be restored to AGR status solely to gain entitlement to a new period of restoration rights. Exceptions to this policy will not be considered. Each AGR member who enters a statutory tour must be informed in writing and acknowledge such notice that the individual is entitled to revert to a position of the same grade held prior to the statutory tour assignment. Personnel promoted above their authorized SPMD grade during their statutory tour assignment will, upon return to their AGR position, be placed in the Priority Placement Program (PPP) as outlined in chapter 4 of this instruction.

2.5.3. When filling positions vacated by AGR personnel entering a statutory tour, job announcements must indicate that this position is indefinite temporary until such time as the departing individual either is restored to the position or the restoration period expires.

*2.6. **Length of Tours.** Tour lengths may be from one to six years. Tours may not extend beyond an enlisted member's ETS or an officer's mandatory separation date (MSD).

2.7. **Orders Preparation.** Once a selection for an AGR position is approved by the Adjutant General or the designated representative, special orders will be published for the tour IAW AFR 10-7 (AFI 37-128), and procedures established by the Adjutant General.

2.8. **Grade Ceilings.** The SPMO will identify annually AGR grades on the State Employment Authorizations listing. The grades provided are the maximum available. All promotions and new hires must be accommodated within the grade ceilings.

Chapter 3

UTILIZATION AND ASSIGNMENTS

3.1. Scope. ANG personnel serving in the AGR program under Title 32 USC 502(f) are employed for the purpose of organizing, administering, recruiting, instructing, or training ANG members.

3.2. Duties of AGR Personnel:

3.2.1. Duties of AGR personnel will be governed by the functions inherent in the AGR positions they occupy on the SPMD and the DAFSC.

3.2.2. AGR personnel will participate with their unit of assignment during Unit Training Assemblies (UTAs) or equivalent periods of duty unless excused from duty IAW AFR 35-9 (AFI 36-3003), Leave and Administrative Absence Policy. AGR personnel will also be available to participate in annual training periods, deployments, special projects, and exercises when required.

*3.2.3. Deleted.

3.2.4. The Adjutant General may approve alternate work schedules provided they meet the following conditions.

3.2.4.1. Work schedules should not deviate from those approved for military technicians. For example, if a 4/5/9 work schedule is approved for the technician work force, then the AGRs in similar jobs will also work a 4/5/9 schedule. Duty hours must average 40 hours per week (including holidays) in a normal month.

3.2.4.2. Mission requirements are not degraded.

*3.2.4.3. AGR members will not be required to take leave other than as directed in AFR 35-9 (AFI 36-3003).

3.3. Overseas Duty:

3.3.1. AGR personnel may not participate in exercises or deployments outside the United States, Guam, Puerto Rico, or the US Virgin Islands while in 32 USC 502(f) status. Guidance for placing AGR personnel on overseas duty is included in AFR 10-7 (AFI 37-128).

3.3.2. When called or ordered to federal active duty with their ANG unit, AGR personnel must be terminated from 32 USC 502(f) status. Appropriate Title 10 USC orders will be published.

3.4. Counter Drug Support and State Active Duty:

3.4.1. Counter Drug Support. AGR personnel (other than counter drug coordinators) may, at the commander's discretion, provide support to the counter drug program, but only to the extent the support is incidental to the administrative duties they normally perform for their units. For example, an AGR who prepares the unit payroll may do this for unit personnel who perform counter drug missions.

3.4.2. State Active Duty. For the purpose of this subparagraph, a unit may be defined as a subflight level organization such as a section.

3.4.2.1. When the unit of assignment is activated under the lawful orders of the governor:

3.4.2.1.1. AGR personnel normally may perform only such tasks as are directly related to their duty assignment.

3.4.2.1.2. For compelling reasons, AGR personnel may be required to perform tasks not directly related to their duty assignment. Requests to use AGR personnel in this way must be approved in advance by NGB-ARO-OM.

3.4.2.1.3. Any compensation required to be paid under state law is the property of the United States and will be remitted to the servicing accounting and finance office.

3.4.2.2. When the unit of assignment has not been activated:

3.4.2.2.1. AGR personnel may take leave to perform state active duty missions unrelated to their duty assignments. AGR personnel will not be required, directed or pressured to take leave to perform state active duty.

3.4.2.2.2. AGR personnel may retain state compensation for state active duty performed while in an official leave status.

3.4.2.2.3. If the member's unit is activated by the governor while the member is performing state active duty in a leave status, the member's leave will be terminated and the member will be returned to a duty status with the unit of assignment and subject to the guidance in paragraph 3.4.2.1. above.

3.5. Reassignments:

3.5.1. Reassignment to a vacant SPMD position must be to a position not lower than the individual's

current military grade (unless the enlisted member agrees in writing to a demotion) and compatible with the UMD assignment. An amendment to the member's AGR orders reflecting the new SPMD position (and UMD position if appropriate) must be accomplished. With SPMD concurrence, Commanders may direct reassignment of AGR members to vacant positions without advertising the position, and without the member's consent.

3.5.2. Commanders must plan and manage for the reassignment or discharge of AGR officers who would become overgrade to their SPMD assignments due to ROPA promotions. Retention of overgrade AGR officers beyond the period authorized by paragraph 4.2. of this instruction is not authorized. Units may request (through the SPMD to NGB/DPX) resources to convert the AGR member to a technician status; however, the incumbent must apply and meet minimum qualifications for the position.

*3.5.3. Members who are reassigned to a new position must remain in that position for a minimum of 12 months. Waivers may be approved in exceptional circumstances by ANGRC/DP.

3.6. Retraining. Enlisted members currently serving in AGR status may be selected for a vacant SPMD position without an awarded 3-level in a compatible duty AFSC subject to the following restrictions:

3.6.1. If a mandatory technical training school is not required, the member must successfully upgrade to the 3-level in the new AFSC within nine months of the assignment to the SPMD position.

3.6.1.1. If the member fails to successfully upgrade to the 3-level within nine months, the individual must be reassigned to an SPMD position for which qualified or be removed immediately from AGR status.

3.6.1.2. The member must sign a statement acknowledging understanding of the above conditions prior to assignment to the SPMD position. This statement may be made on the AF Form 2096 reassigning the member and must be included in the member's AGR personnel file.

3.6.2. If the SPMD position requires a mandatory training school for the award of the 3-level AFSC, they may be assigned to the new SPMD position immediately, but must agree in writing to attend the first available course that would qualify them in the new AFSC. If the member fails to successfully complete the required formal training or fails to attend the first available course through circumstances over which the individual has control, the individual must be reassigned to an SPMD position for which qualified or be removed from AGR status immediately.

3.6.3. Individuals must continue to progress in training IAW AFR 50-23 (AFI 35-2202) and AFR 35-1 (AFI 36-2101) to a skill level compatible with their SPMD assignment. Members who do not successfully upgrade will be reassigned to an SPMD position for which qualified or will be removed from AGR status.

3.7. Grade Comparability and AFSC Compatibility. The AGR/military technician grade comparability chart (attachment 3) will be used to determine the maximum AGR grade authorized for each position on the SPMD. Local exception position descriptions may not be used to raise or lower the grade authorized by this table. An individual's assignment to the UMD must be compatible (as defined by compatibility criteria published by ANGRC/DPM) with the SPMD assignment.

3.8. Supervision of Support Personnel. The concept of the senior military individual being assigned supervisory responsibilities is an essential element of the military structure and an inherent part of the military organizational structure.

3.8.1. Military rank will be the determining factor when designating supervisory responsibilities. Grade inversion is detrimental to the military nature of the ANG and is not authorized.

3.8.2. Family members will not normally be assigned to a unit commanded by a relative. However, the assignment of family members to the same unit is permissible if all of the following criteria are met.

3.8.2.1. Prior to the assignment, the unit commander must determine that the potential for conflict of interest or the possibility (or perception) of preferential treatment on the part of either family member will not exist.

3.8.2.2. The family members must be separated by at least two levels of supervision.

3.8.2.3. One family member cannot be in the other's rating chain as first or second level reviewer.

3.9. Standards of Conduct. AFR 30-30 and AFR 110-2 (AFI 52-902) are applicable to AGR personnel. Personnel must be briefed annually on these regulations.

3.9.1. Commanders must ensure that outside employment of AGR members is in compliance with the provisions of AFR 30-30. Commanders must maintain a copy of written approval for outside employment of an AGR member. Mission needs must be the guiding force behind approval. Due to the possibility of conflicts of interest, AGR members may not be employed as state civilian employees (temporary or permanent).

3.9.2. For political activity, AFR 110-2 (AFI 52-902) is applicable to AGR members. Requests for waivers must be submitted through channels to ANGRC/DPMP for submission to HQ USAF/JACM.

3.10. Performance Evaluations:

3.10.1. Each State Adjutant General, or designated representative, will establish the supervisory/evaluation channels and the rating scheme. The rating chain must include a full-time supervisor (AGR or military technician) as either the rater, additional rater, or reviewer.

3.10.2. Appraisals. All AGR personnel will have periodic appraisals rendered on at least an annual

basis. Officers will have Officer Performance Reports (OPRs) rendered as required by AFR 36-10 (AFI 36-2402). Enlisted personnel will be rated according to procedures established in ANGR 39-62. Supervisors will counsel AGR members on their performance at least annually.

***3.11. Details.** Individuals may be detailed outside of their assigned AFSC. Details may not exceed 139 days duration.

Chapter 4

PRIORITY PLACEMENT AND REDUCTION IN FORCE

4.1. Priority Placement of Overgrade Members. The Priority Placement Program (PPP) is designed for the management of overgrade AGR members. Reductions in Force (RIF) actions take precedence over the PPP. Because of unique mission requirements and unit force management plans, each SPMO must develop a written PPP procedure that incorporates the following:

4.1.1. Ensure that the fewest number of personnel are administratively reduced or released from AGR status.

4.1.2. Ensure that military technicians in a retained grade status and AGR personnel in an overgrade status will be given simultaneous PPP consideration. Neither category has priority over the other.

4.1.3. Placement must be based on the least amount of impact to the individual and the mission.

4.2. Implementation of the PPP. AGR personnel who become overgrade to their SPMD assignment will be entered into the PPP as described below.

4.2.1. Members will be entered in the PPP on the same date as the action which causes them to become overgrade. Officers who are selected for ROPA promotion will be entered into the program on the release date of the ROPA list if it places them overgrade to their SPMD position.

4.2.1.1. The SPMO will notify the member in writing (with an information copy to the CBPO) that the individual has been placed in the PPP.

4.2.1.2. Members placed in the PPP will be advised to familiarize themselves with the provisions of this regulation.

4.2.2. A member in the PPP will be offered in writing the first available SPMD position within the state for which the member meets the minimum specialty qualifications for assignment as outlined in chapter 2. The provisions of paragraphs 3.5. and 3.6. apply.

4.2.2.1. The written offer will identify the position, unit of assignment and unit location.

4.2.2.2. The written offer will also advise the member that the individual must successfully obtain the compatible skill level qualification for the SPMD position within a specified time and will identify any mandatory formal training required to obtain the necessary skill qualification.

4.2.2.3. The position offered must have a military grade which meets or exceeds the member's current grade.

4.2.2.4. The position offered should be in a unit within normal commuting distance of the member's residence. (NOTE: This does not preclude entitlement to PCS, if reassigned to another installation.)

4.2.3. An overgrade AGR member must accept or decline a position offered under the PPP within 10 days of the date of the written offer. If the member accepts the position, the SPMO will direct the CBPO to reassign the member within 30 days of acceptance of the position.

*4.2.4. Not later than 30 days after the declination, an overgrade AGR member who declines a position offered under the PPP must be reduced in grade to the maximum grade of the SPMD position; if an officer, the individual must be separated from AGR status. However, if the officer is within the sanctuary zone then the officer must be retained until eligible for a regular (active duty) retirement.

4.2.4.1. An overgrade AGR member may not be offered a second position during the period between declination and reduction in grade or separation.

4.2.4.2. The Adjutant General may request retention of a member in the PPP after the individual has declined an offered position if the declination was based on unusual circumstances which would have created a severe hardship for the member. The request will be forwarded to ANGRC/DP with a full explanation of the circumstances which would have created a hardship if the member had accepted the offered position.

4.3. Notification of Overgrade. The unit DP or designated representative must counsel AGR personnel on the provisions of this chapter within 30 days of the date that they become overgrade.

*4.3.1. Officers who are selected for ROPA promotions will, within 30 days of the release date of the ROPA list, be notified in writing that they have been entered into the PPP. ROPA promotees will be separated from AGR status one year from entry into the PPP or the effective date of promotion, whichever is later unless the officer will be within the sanctuary zone. ROPA promoted officers will be separated the last day of the month in which the officer achieves 20 years of service for a regular (active duty) retirement. Commanders must consider in their force management plans those AGR officers who will be ROPA promoted above their SPMD grade and should make appropriate assignments to preclude entry into the PPP.

4.3.2. An officer who is entered into the PPP due to reasons other than ROPA promotion and is not

Chapter 7

MEDICAL

7.1. General. Within the context of federal law, the health and well being of ANG members must always be a prime consideration in any decision concerning their assignment, utilization, retention or separation.

7.2. Eligibility for AGR Tours:

7.2.1. Members selected for AGR tours, other than temporary tours, must meet the physical qualifications outlined in AFR 160-43 (AFI 48-123), Medical Standards for Appointment, Enlistment, and Induction. Medical examinations must be conducted not more than 24 months prior to entry on AGR duty; an AF Form 895 must be completed if the medical examination is more than 30 days old; and an HIV test must be completed six months prior to the tour start date.

7.2.2. Personnel age 40 and older are required to have a Risk Index calculated IAW AFR 160-43 (AFI 48-123). If the Risk Index exceeds 10,000 then the individual will be required to have a stress EKG.

7.2.3. Members determined physically qualified for induction IAW AFR 160-43 (AFI 48-123) by the State Air Surgeon may enter on AGR duty immediately. The State Air Surgeon will forward questionable cases and those cases which do not meet induction standards IAW AFR 160-43 (AFI 48-123) for waiver consideration to ANGRC/SGPS for review, disposition and approval prior to entry on AGR duty.

*7.2.4. Members selected for temporary AGR tours must be medically qualified IAW AFR 160-43 (AFI 48-123), Medical Evaluation for Continued World-Wide Military Service, and have completed an AF Form 895 must be completed when the temporary tour begins. Individuals transferring from title 10 USC (active duty or statutory tour) are not required to have a new physical unless the previous physical is over four years old at the time of entry onto AGR status.

7.2.5. Any member selected for any type of AGR tour must currently be within weight/BFM standards.

7.3. Medical Care. AGR personnel are authorized medical care IAW AFR 168-6 (AFI 41-115) and AFR 168-10 (AFI 41-101).

7.3.1. The member or the supervisor must inform the servicing ANG medical facility of any changes in the member's medical status. The CBPO will notify ANGRC/SGPS (with an info copy to the SPMO and ANGRC/DPM) of any medical incapacitation which extends beyond 60 days duration.

7.3.2. AGR personnel will be counseled that scheduling elective surgery without approval of the air/detachment commander may be considered as an abuse of privileges and may result in disciplinary action.

7.3.3. Pregnancy. Medical benefits for pregnant members are authorized in AFR 168-6 (AFI 41-115). Policies established by HQ USAF and ANGRC/SGP must be consulted for further guidance. The following policies apply regarding extension/separation of pregnant members:

7.3.3.1. A member cannot be released involuntarily prior to expiration of a tour solely because of pregnancy.

7.3.3.2. Members on AGR tours, other than temporary tours, may be continued or released as planned, regardless of the pregnancy.

7.3.3.3. Temporary tours will normally expire as indicated on the orders.

7.3.3.4. Tours may not be extended merely to provide medical coverage for normal pregnancy. Benefits for medical coverage are IAW AFR 168-6 (AFI 41-115).

7.3.3.5. Tour extensions due to abnormal pregnancies must be processed through ANGRC/SCP and ANGRC/DPM for approval. Extension requests must be submitted NLT 30 days prior to tour expiration.

7.3.4. AFR 160-43 (AFI 48-123) (Continued Military Service) sets forth various medical conditions and defects that may cause a member to undergo medical board processing IAW AFR 168-4. The responsibility for prompt identification of members whose medical qualifications for continued world-wide service are in doubt rests with commanders, supervisors, and medical personnel.

7.3.4.1. This responsibility must be effectively discharged to preclude improper retention of members who are not qualified for world-wide duty, to the detriment of mission capability, as well as to preclude possible denial of benefits under Title 10 USC, chapter 61.

7.3.4.2. Official provisions exist for retention in AGR status, with protective disqualifying defects IAW AFR 160-43 (AFI 48-123).

7.3.4.3. No AGR member has a right to remain in AGR status to attain or maximize longevity benefits if

the member does not remain qualified for continued world-wide duty.

7.4. Retention/Release of Members:

7.4.1. An AGR member may request a physical examination upon release from AGR status, but a physical examination is not required unless there is or has been a significant change in the member's medical status.

7.4.2. AGR members, including those on temporary tours over 30 days, who are not offered a follow-on tour will not be involuntarily released from AGR status while medically incapacitated, unless as a result of action IAW AFR 35-4 (AFI 36-2902).

Orders will be published extending the tour until a final determination is made. If the member is subsequently found to be medically disqualified for continued military service, the individual will be separated or discharged IAW AFR 35-4 (AFI 36-2902), ANGR 36-05 or ANGR 39-10.

*7.4.3. Deleted.

PHILIP G. KILLEY
Major General, USAF
Acting Chief, National Guard Bureau

OFFICIAL

C. DAVID MISKELL
Acting Chief
Administrative Services

- () () () Applicant is receiving or is eligible for an immediate Federal annuity (Civ or Mil)?
- () () () If officer applicant is not a current member of the ANG does the individual have a Bachelor's or higher degree?
- () () () Officer applicant's DOR: _____ Grade: _____
- ROPA date will be: _____
- () () () Applicant can complete five years of active Federal service prior to eligibility for a regular retirement? (Note: This may be waived.)
- () () () Applicant has sufficient retainability to complete twenty years of active duty prior to MSD?
- () () () Applicant is an AGR assigned to: _____
- () () () Applicant is a Technician assigned to: _____
- () () () Will a grade inversion exist if the applicant is selected?
- () () () Will a PCS move be required?
- () () () Applicant is qualified for interview based on the announcement as written?
- () () () *Application is being forwarded for interview because no qualified applications were received. Applicant meets requirements for entry into required AFSC.
- () () () Application is being returned to the individual due to:
- _____
- _____

Attachment 3

AGR/MILITARY TECHNICIAN GRADE COMPARABILITY

The following grade comparison table determines the maximum AGR grade authorized for each position on the SPMD. Provisions of this table are not waivable.

Max AGR Grade	Mil Tech Grade			
	GS/GM	WS	WL	WG
O-6 Col	14, 15			
O-5 Lt Col	12, 13			
O-4 Maj	11			
E-9 CMSgt	9,10,11	7 - 16	11 - 13	14
E-8 SMSgt	8	4 - 6	10	13
E-7 MSgt	7	1 - 3	8, 9	11, 12
E-6 TSgt	6		1 - 7	9, 10
E-5 SSgt	1 - 5			1 - 8

NOTES:

1. This table establishes GS-11 as the entry level for officers into AGR status. Officers previously entered at the lower level may be retained; however, they may not be promoted to major unless occupying a valid GS-11 or above position.
2. The entry of officers into WS-12 through WS-16 is prohibited. Officers previously entered into AGR status in these grades may be retained; however, they may not be promoted above the grade of major.
3. AGR grade ceilings are based on the NGB approved standardized or benchmark position description (PD). Local exception PDs classified by the SPMO will not be used to justify a higher AGR grade.

Attachment 6

PDS INSTRUCTIONS

The following PDS actions are required for AGR personnel.

A6.1. The code "ANG-ACTIVE duty status" (DIN SDM) must be updated no later than the effective date of the AGR tour. The following codes will be used:

- A - Reimbursed by Foreign Government
- D - Production Recruiter
- E - Recruiting Retention Program Manager
- F - 200AS & 201AS (T-43 units)
- J - Drug Interdiction Program
- K - Reimbursable Position
- L - Detached Alert
- M - Defense Systems Evaluation Support (169th Elect Sec Sq)
- N - Combat Readiness Training Centers & Gunnery/Bomb Ranges
- O - All other AGR Personnel
- P - Career and Education Manager
- R - Weapons System Security
- S - RTU Flying Training Instructor
- T - ANG Training Units
- U - Temporary Tour Authorized by NGB

NOTE: Code "U" will be used to identify members in a temporary AGR status when resources for the tour are provided by NGB in addition to allocated resources. Temporary AGR personnel accommodated within a state's employment authorizations will be identified by the appropriate active duty status code for the duties they are performing.

A6.2. DIN JBZ (ANG-TECHNICIAN-ID) will automatically update to a "3" for AGR personnel when one of the above codes is entered. DIN GFA (CIVILIAN_GRADE) must be updated.

A6.3. Servicing CBPOs will ensure that other PDS updates required as a result of individuals entering AGR status are accomplished.

A6.4. The DIN "ANG-ACDU-TOUR-START-DT" must reflect the date an individual initially entered AGR status (without break). When tours are renewed, this field must not be changed. Only update the tour stop date.